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ABSTRACT

A survey was done to determine nationwide salary averages and distributions for seventy-eight work level categories covering nineteen occupations in private industry. Occupational groups included accountants and auditors, attorneys, buyers, personnel management, chemists and engineers, technical support, and clerical. Results showed that the average salaries of workers rose 7.9% from March 1977 to March 1978. Increases for eight of the twelve professional, administrative, and technical support occupations surveyed ranged from 7.8 to 9.1%; the average increase was 8.3%. The average of the increases for the clerical occupations surveyed was 7.4%; increases ranged from 6.0 to 9.7%. Average monthly salaries for the seventy-eight occupational levels varied from $552 for clerks engaged in routine filing to $4,317 for the highest level in the attorney series. For most occupations, salary levels in metropolitan areas and in large establishments were higher than the average for all establishments within the full survey scope. Salary levels and reported averages for standard weekly hours were generally lower in finance industries than in other major industry divisions represented in the survey. (CSS)

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National Survey of Professional, Administrative, Technical, and Clerical Pay, March 1978

U.S. Department of Labor
Ray Marshall, Secretary

Bureau of Labor Statistics
Julius Shiskin, Commissioner

October 1978

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Preface

This bulletin summarizes the results of the Bureau's annual salary survey of selected professional, administrative, technical, and clerical occupations in private industry. The nationwide salary information, relating to March 1978, is representative of establishments in a broad spectrum of industries throughout the United States, except Alaska and Hawaii.

The results of this survey are used for a number of purposes, including general economic analysis and wage and salary administration by private and public employers. One important use is to provide the basis for setting Federal white-collar salaries under the provisions of the Federal Pay Comparability Act of 1970. Under this act, the President has designated the Secretary of Labor, the Director of the Office of Management and Budget, and the Chairman of the U.S. Civil Service Commission to serve jointly as his agent for the purpose of setting pay for Federal white-collar employees. The agent is responsible for translating the survey findings into recommendations to the President as to the appropriate adjustments needed in Federal pay rates to make them comparable with private enterprise pay rates for the same levels of work. The President's agent also determines the industrial, geographic, establishment-size, and occupational coverage of the survey. The role of the Bureau of Labor Statistics in the pay-setting process is limited to conducting the survey and advising on the feasibility of proposed survey changes. It should be emphasized that this survey, like any other salary survey, does not provide mechanical answers to pay policy questions.

The occupations studied span a wide range of duties and responsibilities. The occupations selected were judged to be (a) surveyable in industry within the framework of a broad survey design, (b) representative of occupational groups which are numerically important in industry as well as in the Federal service, and (c) essentially of the same nature in both the Federal and private sectors.

Occupational definitions used in the collection of the salary data (appendix C) reflect duties and responsibilities in private industry; however, they are also designed to be translatable to specific General Schedule grades applying to Federal employees. Thus, the definitions of some occupations and work levels were limited to specific elements that could be classified uniformly among establishments. The Bureau of Labor Statistics and the Civil Service Commission worked jointly in the preparation of the definitions. The Civil Service Commission is responsible for ensuring that each work level definition incorporates the work characteristics necessary to determine a specific grade under the General Schedule; BLS' primary concern is that the definitions are in terms readily recognizable in private enterprise.

The survey could not have been conducted without the cooperation of the many firms whose salary data provide the basis for the statistical information presented in this bulletin. The Bureau, on its own behalf and on behalf of the other Federal agencies that aided in planning the survey, wishes to express appreciation for the cooperation it has received.

This study was conducted in the Bureau's Office of Wages and Industrial Relations by the Division of Occupational Wage Structures. The analysis in this bulletin was prepared by Philip M. Doyle and Felice Porter. Field work for the survey was directed by the Bureau's Assistant Regional Commissioners for Operations. Material in this publication is in the public domain and may be reproduced without permission of the Federal Government. Please credit the Bureau of Labor Statistics and cite *National Survey of Professional, Administrative, Technical, and Clerical Pay, March 1978,* Bulletin 2004.

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Professional, Administrative, Technical, and Clerical Pay, March 1978

Summary

Average salaries of workers in the occupations covered by this survey rose 7.9 percent from March 1977 to March 1978, the second largest annual increase recorded since the survey began in 1960. Increases for 8 of the 12 professional, administrative, and technical support occupations surveyed ranged from 7.8 to 9.1 percent; the average increase was 8.3 percent. The average of the increases for the clerical occupations surveyed was 7.4 percent; the increases ranged from 6.0 to 9.7 percent.[1]

Average monthly salaries for the 78 occupational levels varied from $552 for clerks engaged in routine filing to $4,317 for the highest level in the attorney series. For most of the occupations, salary levels in metropolitan areas and in large establishments were higher than the average for all establishments within the full scope of the survey. Salary levels and reported average standard weekly hours were generally lower in finance industries than in other major industry divisions represented in the survey.

Characteristics of the survey

This survey, the 19th in an annual series, provides nationwide salary averages and distributions for 78 work level categories covering 19 occupations. It relates to establishments in all areas of the United States, except Alaska and Hawaii, in the following industries: Mining; construction; manufacturing; transportation, communications, electric, gas, and sanitary services; wholesale trade; retail trade; finance, insurance, and real estate; and selected services. The minimum size of the establishments surveyed is either 100 or 250 employees depending on the industry.[2]

Occupational definitions in this study permit employees to be classified by duties and responsibilities into appropriate work levels—designated by Roman numerals, with level I as the lowest. Specific job factors determining classification, however, vary from occupation to occupation.

The number of work levels in each occupation ranges from one for messengers to eight each for chemists and engineers. Most occupations have more than one work level; some occupations are purposely defined, however, to cover specific bands of levels which are not intended to represent all workers in those occupations.

The survey is designed to permit separate presentation of data for metropolitan areas. These include the 276 Standard Metropolitan Statistical Areas in the United States, except Alaska and Hawaii, as revised through June 1977 by the U.S. Office of Management and Budget. Establishments in metropolitan areas employed over four-fifths of all the workers and nine-tenths of the professional, administrative, clerical, and supervisory employees within the scope of the survey. Nine-tenths of the employees in the occupations chosen for study were employed in metropolitan areas.

Selected occupations included more than 1,533,000 employees, or almost one-fifth of the estimated employment in professional, administrative, clerical, and related occupations in establishments within the scope of the survey. Employment in the occupations varied widely, reflecting not only actual differences among occupations, but also differences in the range of duties and responsibilities covered by the occupational definitions. Among professional and administrative occupations, the eight levels of engineers included 381,811 employees, whereas each of three other occupational categories (chief accountants, job analysts, and directors of personnel) included fewer than 4,000 employees. Accounting clerks and secretaries made up nearly three-fifths of the 729,720 employees in the clerical occupations studied. Selected drafting occupations had aggregate employment of 77,498; five engineering technician levels together had 90,778; and the six computer operator levels, 57,356.

Although approximately one-half of all employees in the occupations studied were women, they were concentrated in clerical positions. Women filled 90 percent or more of each level of key entry operators, secretaries, file clerks, and typists. A percent distribution of women employees by occupation and work level is shown in appendix A.

Changes in salary levels

Text table 1 presents increases in average salaries that occurred between annual survey periods since 1961 for

[1] Results of the March 1977 survey were presented in *National Survey of Professional, Administrative, Technical, and Clerical Pay, March 1977*, Bulletin 1980 (Bureau of Labor Statistics, 1977).

[2] For a full description of the scope of the 1978 survey, see appendix A.

Text table 1. Percent increases in average salaries, 1961-78, by occupation and group

Occupation and group	1961 to 1962	1962 to 1963	1963 to 1964	1964 to 1965	1965 to 1966	1966 to 1967[1]	1967 to 1968	1968 to 1969	1969 to 1970
All survey occupations[2]	2.9	3.0	3.1	3.1	3.3	4.5	5.4	5.7	6.2
Professional, administrative, and technical support[2]	3.0	3.3	3.4	3.7	3.6	4.2	5.5	5.8	6.2
Accountants	2.8	3.3	2.8	3.5	3.8	4.6	5.7	7.0	6.7
Auditors	2.9	3.6	3.1	3.9	3.8	4.8	5.5	7.2	7.0
Chief accountants	2.6	2.8	4.8	3.9	3.3	5.1	5.5	5.8	7.1
Attorneys	3.2	4.6	3.3	4.2	4.0	3.2	5.3	[3]	7.1
Buyers	[4]	[4]	[4]	[4]	[3]	4.2	4.9	6.6	6.1
Job analysts	1.4	2.6	3.5	4.3	5.4	3.4	7.0	2.1	4.1
Directors of personnel	3.7	3.0	4.6	3.5	3.6	3.8	5.4	5.4	7.4
Chemists	3.9	3.8	3.3	3.9	4.8	4.4	5.1	6.5	5.9
Engineers	2.6	4.4	2.9	3.2	3.7	4.3	5.4	6.2	5.5
Engineering technicians	[4]	2.9	3.6	2.3	2.8	3.7	5.1	5.8	6.3
Drafters[5]	3.2	3.6	2.6	[3]	1.5	3.5	5.3	5.8	4.9
Computer operators	[4]	[4]	[4]	[4]	[4]	[4]	[4]	[4]	[4]
Clerical[2]	2.8	2.6	2.7	2.4	3.0	4.8	5.3	5.5	6.2
Accounting clerks	3.0	2.5	2.8	2.2	3.0	3.3	4.7	4.7	6.2
File clerks	[3]	2.6	3.1	2.2	2.9	5.1	6.8	5.5	5.5
Key entry operators	[3]	2.5	2.7	2.3	3.7	5.2	4.9	5.3	6.4
Messengers	2.6	2.8	2.3	3.0	2.8	5.4	6.2	6.7	6.3
Secretaries	[4]	[4]	[4]	[4]	[4]	[3]	4.6	5.3	6.4
Stenographers	[3]	2.5	2.4	2.3	2.9	4.6	4.9	5.9	5.8
Typists	2.5	2.6	2.6	2.5	2.6	5.4	5.8	5.7	6.0

Occupation and group	1970 to 1971	1971 to 1972[1]	1972 to 1973	1973 to 1974	1974 to 1975	1975 to 1976	1976 to 1977	1977 to 1978
All survey occupations[2]	6.6	5.8	5.4	6.4	9.0	7.0	6.9	7.9
Professional, administrative, and technical support[2]	6.7	5.5	5.4	6.3	8.3	6.7	7.3	8.3
Accountants	6.7	5.6	4.9	6.1	9.8	6.4	7.8	8.3
Auditors	7.0	5.5	5.2	5.2	6.8	5.5	6.3	8.2
Chief accountants	9.1	3.9	5.8	7.2	8.6	6.6	10.5	8.0
Attorneys	5.0	6.1	6.3	5.8	7.6	6.1	5.4	9.1
Buyers	7.0	6.3	5.0	6.0	9.2	6.7	7.0	7.8
Job analysts	7.7	6.8	5.2	6.1	7.5	6.0	6.5	7.2
Directors of personnel	8.0	3.9	7.5	7.2	6.1	7.8	9.1	10.0
Chemists	5.5	5.1	3.7	7.1	10.1	6.6	7.0	9.0
Engineers	5.7	5.2	5.1	5.4	8.4	6.8	6.4	9.0
Engineering technicians	6.5	5.1	4.7	6.0	9.0	8.1	7.2	7.1
Drafters[5]	5.6	7.2	6.2	6.7	8.0	7.4	6.0	7.1
Computer operators	[4]	[4]	[4]	[3]	[4]	[3]	5.4	8.5
Clerical[2]	6.5	6.1	5.4	6.4	9.6	7.3	6.6	7.4
Accounting clerks	6.0	6.0	4.6	6.9	7.7	7.2	6.9	6.2
File clerks	6.1	5.5	5.9	5.4	9.6	6.4	5.5	9.7
Key entry operators	7.0	6.8	5.4	7.3	9.9	7.6	5.9	7.1
Messengers	6.7	6.3	5.1	5.6	10.1	7.4	7.5	6.0
Secretaries	6.6	6.1	5.1	[3]	[4]	[3]	6.4	6.5
Stenographers	7.5	6.4	5.2	6.5	11.6	8.0	7.9	8.2
Typists	6.1	5.7	4.0	6.7	9.9	7.1	6.2	8.0

[1] Survey data did not represent a 12-month period due to change in survey timing. Data have been prorated to represent a 12-month interval.

[2] Data for 1 administrative occupation (managers of office services, last surveyed in 1968), 1 clerical supervisory occupation (keypunch supervisors, surveyed from 1970 to 1976), and 3 clerical occupations (bookkeeping-machine operators, last surveyed in 1964, and switchboard operators and tabulating-machine operators, last survey in 1970), not shown above, are included in the all-survey and the broad occupational group averages for the periods during which they were surveyed.

[3] Comparable data not available for both years.

[4] Not surveyed.

[5] Includes drafter-tracers.

NOTE: For method of computation, see Appendix A.

each survey occupation.[3] Also shown are average percent changes for the two broad occupational groups covered by the survey (the professional, administrative, and technical support group; and the clerical group) and the average percent change for the two groups combined.

The 7.9-percent increase in white-collar salaries in the year ending March 1978 was the second largest recorded since the series began. Clerical salaries were up 7.4 percent; salaries of the professional, administrative, and technical support occupations were up 8.3 percent. For the second consecutive year, the rate of increase for professional, administrative, and technical support jobs exceeded the rate of increase for clerical jobs. This relationship was predominant in the early years of the survey (1962-71) but was reversed for 1973-76.

Among the 19 occupations surveyed, the smallest increases were for messengers, at 6.0 percent, and accounting clerks, at 6.2 percent. Showing the largest increases were directors of personnel, at 10.0 percent, and file clerks, at 9.7 percent.

To show changes in salaries since 1961 for different levels of work, occupational classifications were grouped into three broad categories based on the Federal white-collar grading system (text table 2). Group A contains survey classifications which equate to grades 1-4 of the General Schedule; group B covers GS grades 5-10; and group C, grades 11-15. (See appendix D, table D-1, for a listing of survey classifications that equate to each GS grade.)

Average salaries increased more for the higher occupational levels (group C) than for the two lower groups from 1961 through 1966, except for 1962-63. Between 1966 and 1969, however, the middle occupational levels (group B) showed larger annual increases than did the lower or higher levels. Between 1969 and 1971, the increases for all three groups were nearly identical, but since 1971, the middle group has trailed the other two. Although salaries of occupational levels in group C show the largest cumulative increase over the entire 1961-78 period, groups A and C have increased in almost the same proportion between 1971 and 1978–60.6 percent and 60.9 percent, respectively.

Another method of examining salary trends is to combine the data into the four occupational groups shown in chart 1. Increases from 1977 to 1978 amounted to 8.8 percent for the experienced professional and administrative group; 7.7 percent for the entry and developmental professional and administrative group; 8.0 percent for the technical support group; and 7.5 percent for the clerical group.[4] For the first time since 1969, the clerical group recorded the smallest percent change.

Increases in salaries for the entry and developmental professional and administrative group averaged 5.1 percent over the 17-year period–less than the increases for the technical support and clerical groups, both 5.3 percent; and the experienced professional and administrative group, 5.6 percent.[5]

Text table 2. Percent increases in average salaries, 1961-78, by work level category

Period	Group A (GS grades 1-4)	Group B (GS grades 5-10)	Group C (GS grades 11-15)
1961-62	2.8	2.6	3.5
1962-63	2.7	4.0	3.7
1963-64	2.7	2.6	3.5
1964-65	2.2	3.3	4.2
1965-66	2.9	3.7	4.2
1966-67	4.5	4.8	4.7
1967-68	5.1	5.8	4.7
1968-69	5.5	6.6	5.9
1969-70	6.2	6.3	6.4
1970-71	6.2	6.3	6.2
1971-72[1]	6.3	5.2	5.6
1972-73	5.5	4.4	5.7
1973-74	6.2	5.7	6.2
1974-75	9.1	8.6	8.8
1975-76	7.6	6.4	6.5
1976-77	6.9	6.3	7.7
1977-78	7.5	8.0	8.8
1961-78	139.4	141.0	153.2

[1] Actual survey-to-survey increases have been prorated to a 12-month period.

NOTE: For method of computation, see appendix A. For detail on GS grades, see appendix D.

Average salaries, March 1978

Average monthly salaries for the occupations studied (table 1) ranged from $552 for file clerks I to $4,317 for the top level of attorneys. These extremes reflect the wide range of duties and responsibilities represented by the work levels surveyed. Average salaries for workers in the various occupational levels and a brief indication of the duties and

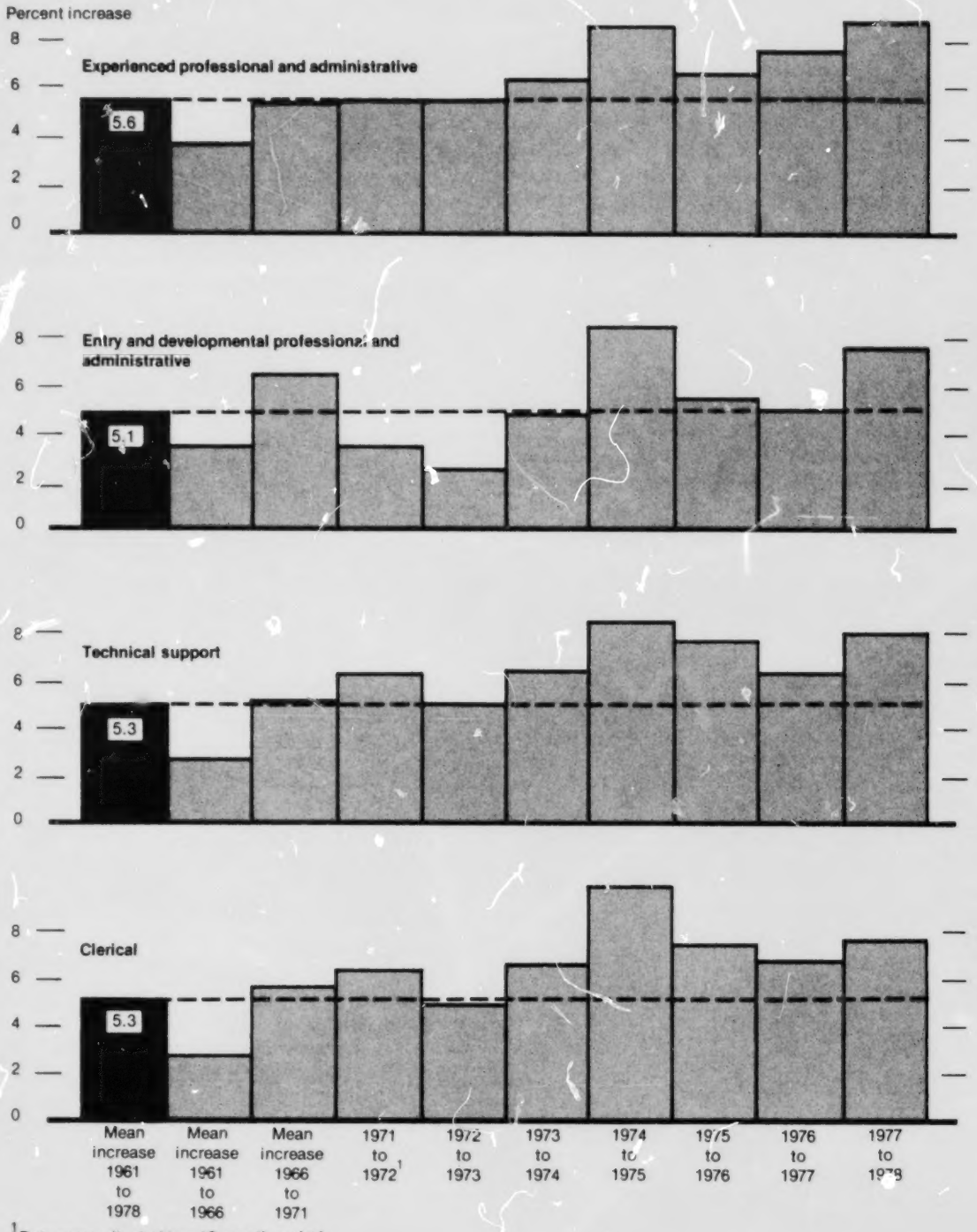
[3] Beginning in 1965, data are for establishments in metropolitan areas and nonmetropolitan counties; before 1965, data are for metropolitan areas only. Establishments employing fewer than 250 workers were excluded before 1966.

[4] Work levels used to compute 1977-78 increases were: *Clerical* – all clerical levels; *technical support* – all levels of drafters, engineering technicians, and computer operators; *entry and developmental professional and administrative* – accountants I and II, auditors I and II, attorneys I, job analysts II, chemists I and II, and engineers I and II; *experienced professional and administrative* – accountants III, IV, and V, auditors III and IV, chief accountants I, II, III, and IV, attorneys II, III, IV, V, and VI, job analysts III and IV, directors of personnel I, II, III, and IV, chemists III, IV, V, VI, VII, and VIII, and engineers III, IV, V, VI, VII, and VIII.

A few survey levels, not readily identifiable with any of the four occupational categories, were not used.

[5] Survey data for 1966-67 and 1971-72 did not represent a 12-month period due to changes in survey timing. Increases for these years have been prorated to represent a 12-month period.

Chart 1. Increases in average salaries for selected occupational groups, 1961 to 1978



[1] Data were adjusted to a 12-month period.

responsibilities these levels represent are summarized in the following paragraphs.[6]

Among the five levels of *accountants* surveyed, average monthly salaries ranged from $1,065 for accountants I to $2,275 for accountants V. *Auditors* in the four levels defined for survey had average salaries ranging from $1,104 a month for auditors I to $1,924 for auditors IV. Level I in both the accounting and auditing series included trainees who had bachelor's degrees in accounting or the equivalent in education and experience combined. For level III, the most heavily populated group in both series, monthly salaries averaged $1,510 for accountants and $1,563 for auditors. Sixty-two percent of the accountants and 38 percent of the auditors were employed in manufacturing industries. Large numbers of auditors were also employed in the finance, insurance, and real estate industries (34 percent) and in public utilities (15 percent).[7]

Chief accountants—surveyed separately from accountants—include those who develop or adapt and direct the accounting program for a company or an establishment (plant) of a company. Classification levels are determined by the extent of delegated authority and responsibility, the technical complexity of the accounting system, and, to a lesser degree, the size of the professional staff directed. Chief accountants at level I, who have authority to adapt the accounting system established at higher levels to meet the needs of an establishment with relatively few and stable functions and work processes (directing one or two accountants), averaged $1,963 a month. Chief accountants IV,[8] who have authority to establish and maintain the accounting program, subject to general policy guidelines, for a company with numerous and varied functions and work processes (directing as many as 40 accountants), averaged $3,325 a month. Over two-thirds of the chief accountants who met the requirements of the definitions for these four levels were employed in manufacturing industries.

Attorneys are classified into survey levels based upon the difficulty of their assignments and their responsibilities. Attorneys I, who include new law graduates with bar membership and those performing work that is relatively uncomplicated due to clearly applicable precedents and well-established facts, averaged $1,474 a month. Attorneys in the top level surveyed, level VI, averaged $4,317 a month. These higher level attorneys deal with legal matters of major importance to their organization, and are usually subordinate only to the general counsel or an immediate deputy in very large firms. Finance, insurance, and real estate industries employed almost one-half of the attorneys, manufacturing industries employed about one-fourth, and public utilities, one-sixth.[9]

Buyers averaged $1,074 a month at level I, which includes those who purchase "off-the-shelf" and readily available items and services from local sources. Buyers IV, who purchase large amounts of highly complex and technical items, materials, or services, averaged $1,988 a month. Manufacturing industries employed 82 percent of the buyers in the four levels.

In the personnel management field, four work levels of *job analysts* and five levels of *directors of personnel* were studied.[10] Job analysts II, the lowest level for which data could be presented, averaged $1,170 compared with $1,885 for job analysts IV, who, under general supervision, analyze and evaluate a variety of the more difficult jobs and who may participate in the development and installation of evaluation or compensation systems. Directors of personnel are limited by definition to those who have programs that include, at a minimum, responsibility for administering a job evaluation system, employment and placement functions, and employee relations and services. Those who are principal company representatives in contract negotiations with labor unions are excluded. Provisions are made in the definition for weighting various combinations of duties and responsibilities to determine the level. Among personnel directors, average monthly salaries ranged from $1,736 for level I to $3,403 for level IV.[11] Manufacturing industries employed 56 percent of the job analysts and 73 percent of the directors of personnel included in the study; the finance, insurance, and real estate industries ranked next with 29 percent of the job analysts and 11 percent of the directors of personnel.

Chemists and engineers each are surveyed in eight levels. Both series start with a professional trainee level, typically requiring a B.S. degree. The highest level surveyed involves either full responsibility over a very broad and highly complex and diversified engineering or chemical program, with several subordinates each directing large and important segments of the program, or individual research and consultation in difficult problem areas where the chemist or engineer is a recognized authority and where solutions would represent a major scientific or technological advance.[12] Average monthly salaries ranged from $1,124 for chemists I to $3,930 for chemists VIII, and from $1,327 for engineers I to $3,509 for engineers VIII. Although at level I the average salaries of engineers exceeded those of chemists by 18 percent, the salary advantage of engineers over chemists decreased steadily with each level, until at levels IV and V the average salaries for both occupations were nearly equal, and at level VIII

[6]Classification of employees in the occupations and work levels surveyed is based on factors detailed in the definitions in appendix C.

[7]Establishments primarily engaged in providing accounting and auditing services are excluded from the survey.

[8]Although chief accountants V, directors of personnel V, and job analysts I were surveyed, as defined in appendix C, too few establishments reported employees meeting requirements for these levels to warrant presentation of salary figures.

[9]The survey excludes establishments primarily offering legal advice or legal services.

[10]See footnote 8.

[11]See footnote 8.

[12]It is recognized in the definition that top positions of some companies with unusually extensive and complex engineering or chemical programs are above that level.

the average salaries for chemists exceeded those for engineers by 12 percent.

Level IV represents the largest group in each series; it includes professional employees who are fully competent in all technical aspects of their assignments, work with considerable independence, and, in some cases, supervise a few professional and technical workers. Manufacturing industries accounted for 91 percent of all chemists and 74 percent of all engineers; the selected services, 6 and 13 percent; and public utilities, 2 and 8 percent, respectively.

By definition, the five-level series for *engineering technicians* is limited to employees providing semi-professional technical support to engineers engaged in areas such as research, design, development, testing, or manufacturing process improvement, and whose work pertains to electrical, electronic, or mechanical components or equipment. Technicians engaged primarily in production or maintenance work are excluded. Engineering technicians I, who perform simple routine tasks under close supervision or from detailed procedures, averaged $872 a month. Engineering technicians V, the highest level surveyed, averaged $1,559 a month. That level includes fully experienced technicians performing more complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope, or a portion of a larger and more diverse project in accordance with objectives, requirements, and design approaches as outlined by the supervisor or a professional engineer. Salaries for intermediate levels III and IV, at which a majority of the technicians surveyed are classified, averaged $1,172 and $1,359, respectively. As might be expected, most of the technicians as defined were employed in manufacturing (79 percent) and in the selected services studied (14 percent), with public utilities employing nearly all the rest (5 percent). Although the ratio of such technicians to engineers studied was about 1 to 4 in all manufacturing industries, a ratio of approximately 1 to 3 was found in establishments manufacturing mechanical and electrical equipment, 1 to 6 in public utilities, and 1 to 2 in research, development, and testing laboratories.

In the *drafting field*, the definitions used in the survey cover four levels of work—drafter-tracers, and drafters I, II, and III. Monthly salaries averaged $817 for drafter-tracers and ranged from $937 to $1,408 among the three levels of drafters. Drafter-tracers copy plans and drawings prepared by others or prepare simple or repetitive drawings of easily visualized items. The three drafter levels, as defined, ranged from employees preparing detail drawings of single units or parts (level I) to those who, working in close support with the design originator, plan the graphic presentation of complex items having distinctive design features, and either prepare or direct the preparation of the drawings (level III). The drafting employees were distributed by industry in about the same proportion as engineers, with 68 percent in manufacturing, 10 percent in public utilities, and 14 percent in the selected services studied.

Computer operators, surveyed in six levels, are classified on the basis of responsibility for solving problems and correcting equipment malfunctions, the degree of variability of their assignments, and the relative level of sophistication of the equipment they operate. Computer operators I whose work assignments consist of on-the-job training averaged $712 a month. Computer operators III, the largest group surveyed, averaged $939. At the highest level, computer operator VI, the average monthly salary was $1,514; less than 2 percent of the operators, however, were at this level. Computer operators and key entry operators (keypunch operators) were distributed by industry in approximately similar proportions. Nearly two-fifths were employed in manufacturing, over one-fifth in finance, insurance, and real estate, and one-tenth in both public utilities and selected services.

Among the survey's seven *clerical jobs*, secretary was the most heavily populated. Average monthly salaries for secretaries ranged from $817 at level I to $1,202 at level V. Average salaries of $819 and $918 were reported for general and senior stenographers; $724 and $916 for accounting clerks I and II; and $648 and $773 for the two levels of typists. In 13 of the 17 clerical work levels, employment in manufacturing exceeded that in any of the nonmanufacturing divisions within the scope of the survey; highest employment totals in the other four levels were in the finance, insurance, and real estate division. Women constituted 90 percent or more of the employees in 14 of the clerical work levels; men constituted more than one-half in only 1 (messengers).

Median monthly salaries (the amount below and above which 50 percent of the employees are found) for most work levels were slightly lower than the weighted averages (means) cited above (i.e., salaries in the upper halves of the arrays affected averages more than salaries in the lower halves). The mean was greater than the median by less than 2 percent for 34 of the 78 work levels, from 2 to 4 percent in 25 work levels, and from 4 to 6.5 percent in 17 levels. In only two work levels, chemists I and computer operators VI, was the median greater than the mean. The relative difference between the mean and the median was generally greater for the clerical work levels than for the professional, administrative, and technical levels.

Salary levels in metropolitan areas

In most occupational levels, average salaries for employees in metropolitan areas (table 2) were slightly higher than average salaries for employees in all establishments within the full scope of the survey (table 1). Only in 2 of the 78 work levels for which separate data could be presented were average salaries more than 1.0 percent higher in metropolitan areas than in all areas combined. Employment in the survey occupations in metropolitan areas was about nine-tenths of the total nationwide employment reported in these occupations. The propor-

Text table 3. Distribution of work levels by degree of salary dispersion

Occupation	Number of work levels	Number of levels having degree of dispersion[1] of–				
		Under 15 percent	15 and under 20 percent	20 and under 25 percent	25 and under 30 percent	30 percent and over
All occupations	78	1	26	22	22	7
Accountants	5	–	3	2	–	–
Auditors	4	–	1	2	1	–
Chief accountants	4	1	2	1	–	–
Attorneys	6	–	1	4	1	–
Buyers	4	–	–	3	1	–
Job analysts	3	–	1	2	–	–
Directors of personnel	4	–	1	1	2	–
Chemists	8	–	5	2	1	–
Engineers	8	–	8	–	–	–
Engineering technicians	5	–	2	3	–	–
Drafters[2]	4	–	–	–	3	1
Computer operators	6	–	1	2	2	1
Clerical workers	17	–	1	–	11	5

[1] Degree of dispersion equals the salary range of the middle 50 percent of employees in a work level expressed as a percent of the median salary for that level.

[2] Includes drafter-tracers.

tions varied, however, among occupations and work levels. Nearly all attorneys, for example, but only about four-fifths of the directors of personnel and chief accountants, were employed in metropolitan areas. In 70 of the 78 work levels, 85 percent or more of the employment was in metropolitan areas. It is apparent, therefore, that for most work levels, salaries in nonmetropolitan counties could have little effect upon the averages for all establishments combined.

Salary levels in large establishments

Table 3 presents separate data for 74 occupational work levels in large establishments—those with 2,500 employees or more. Included are the proportions of employees working in large establishments and their salary levels relative to the full survey averages.

Large establishments accounted for 36 percent of all employees in the 74 occupational levels—ranging from 5 percent for directors of personnel II to 70 percent for the highest level of engineering technicians studied. The proportion was near one-third for most professional, administrative, and technical support occupations although for the numerically important engineer and engineering technician occupations the proportions were 53 and 52 percent, respectively. The proportion was 27 percent for employees in the clerical occupations.

Salaries in large establishments expressed as a percent of the average for that work level in all establishments ranged from 99 to 128 and averaged 106 for the 74 levels. Salary levels in large establishments exceeded all-establishment averages by 5 percent or more in all but two of the clerical levels, but in only 33 of 57 nonclerical levels, as shown by the following tabulation (all-establishment average for each occupational level = 100 percent):

	Professional, administrative, and technical	*Clerical*
Total number of levels	57	17
95-99 percent	1	-
100-104 percent	23	2
105-109 percent	15	6
110-114 percent	14	7
115 percent and over	4	2

As expected, the pay relatives were close to 100 for those work levels where large establishments contributed heavily to the total employment and, consequently, to the all-establishment average.

Salary distributions

Percent distributions of employees by monthly salary are presented for the professional and administrative occupations in table 4, for technical support occupations in table 5, and for the clerical occupations in table 6. Within all 78 work levels, salary rates for the highest paid employees were more than twice those of the lowest paid employees. The absolute spread between highest and lowest paid workers within a given work level tended to widen with each rise in work level for most occupations. But all occupations showed a substantial degree of overlapping of individual salaries between work levels. Ranges in salary rates of employees in established pay grades or work levels within salary structures of individual firms also often overlapped substantially.

The middle 50 and 80 percent of the salary range and

Chart 2. Salaries in professional and technical occupations, March 1978

Median monthly salaries and ranges within which fell 50 percent and 80 percent of employees

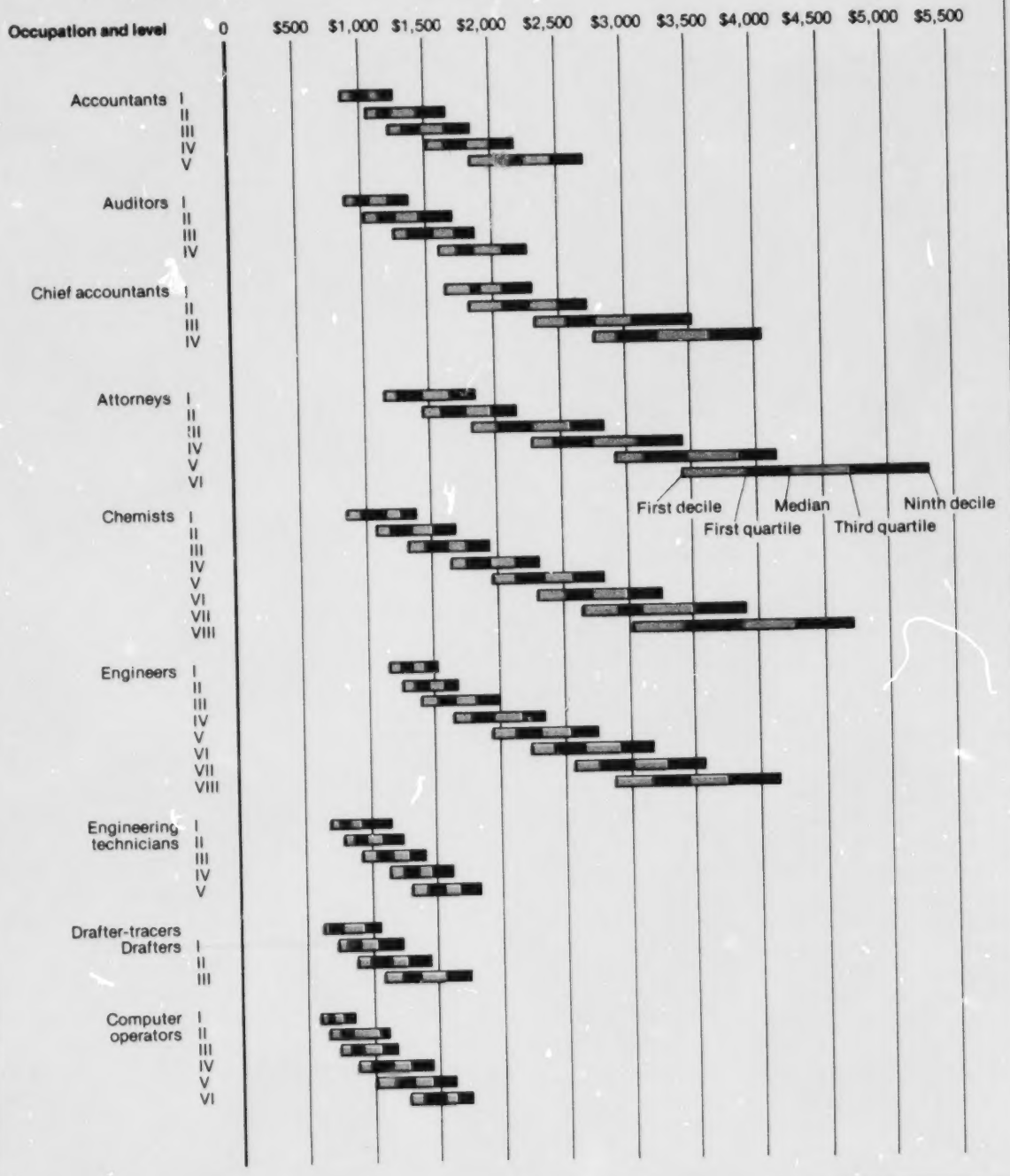
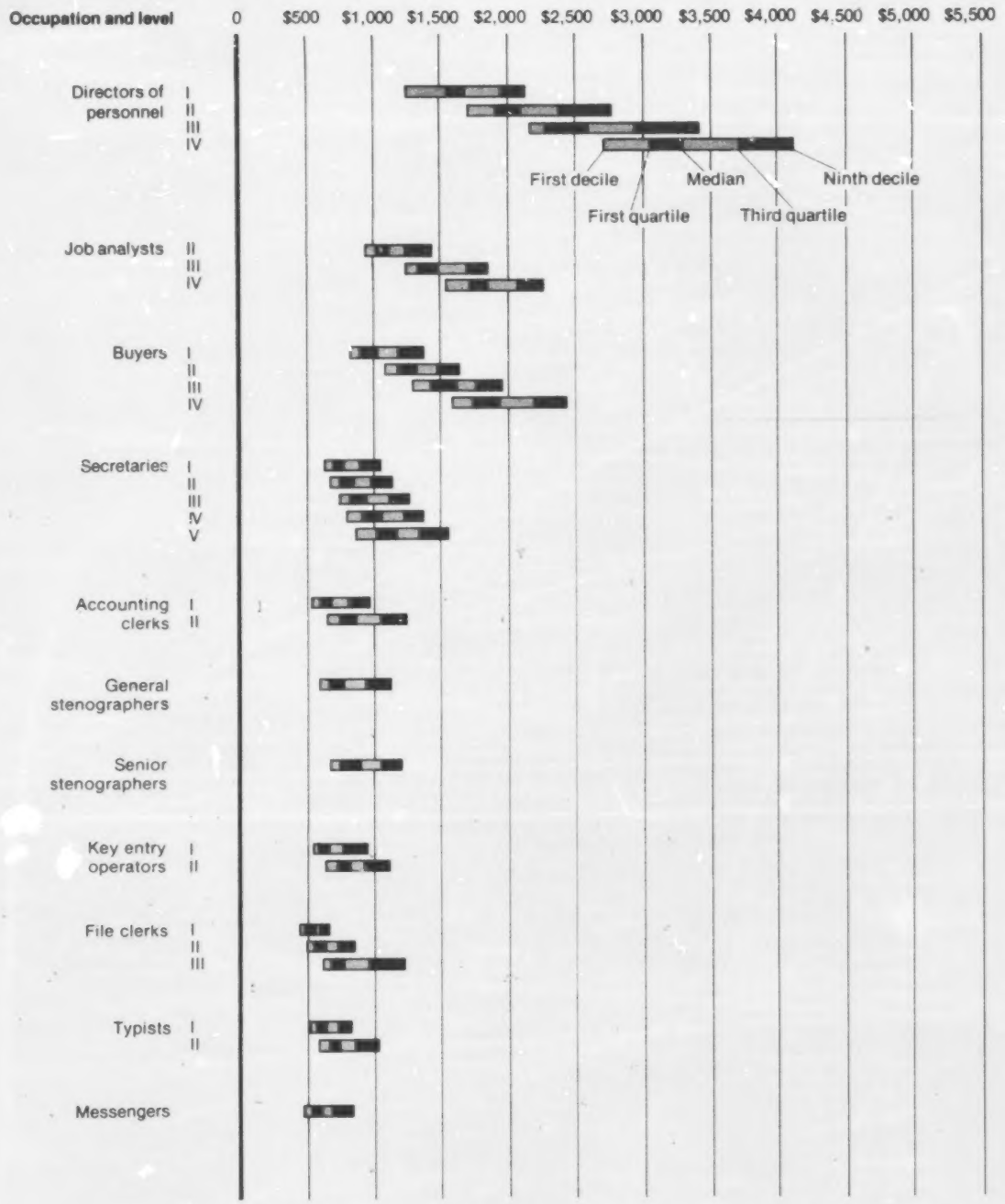


Chart 3. Salaries in administrative and clerical occupations, March 1978

Median monthly salaries and ranges within which fell 50 percent and 80 percent of employees



the median salary for each occupational work level are shown in charts 2 and 3. The charts point up occupational pay relationships as well as the typically greater degree of salary dispersion associated with the higher work levels in each occupational series.

Expressing the salary range of the middle 50 percent of employees in each work level as a percent of the median salary permits comparison of salary ranges and eliminates extremely low and high salaries from each comparison. As shown in text table 3, the degree of dispersion ranged from 15 to 30 percent of the median salary in 70 of the 78 work levels. The degree of dispersion tended to be greater in the clerical occupations than in the other occupations studied.

Differences in salaries paid within work levels reflect a variety of factors other than duties and responsibilities. These include salary structures within establishments which provide for a range of rates for each grade level; variations in occupational employment among industries, as illustrated in table 7 and chart 4; and salary variations among regions—particularly for clerical occupations.[13] Clerical employees usually are recruited locally while professional and administrative positions tend to be recruited on a broader regional or national basis.

Pay differences by industry

By combining the data for all levels of work studied in each occupation, relative salary levels in major industry divisions may be compared to each other and to salary levels in all industries combined (table 8).

Relative salary levels for the 12 professional, administrative, and technical support occupations tended to be closest to the average for all industry divisions in manufacturing. However, manufacturing contributed more to total employment than any other industry division for all but 1 (attorney) of the 12 occupations. Relative salary levels in the mining and public utilities industry divisions were generally the highest.

For most occupations studied, relative salary levels were lower in finance, insurance, and real estate than in other industry divisions. Where the finance industries contributed a substantial proportion of the total employment in an occupation, the average salary for all industries combined was lowered, and the relative levels in industries such as manufacturing and public utilities tended to be well above 100 percent of the all-industry level. For example, relative pay levels for file clerks (110 percent of the all-industry level in manufacturing and 131 percent in public utilities) reflected the influence of lower salaries for the high proportion (66 percent) of these workers employed in the finance industries. The finance industries, however, also reported lower average standard weekly hours than the other industries surveyed as shown in table 9.

Average standard weekly hours

The length of the standard workweek, on which the regular straight-time salary is based, was obtained for individual employees in the occupations studied. When individual weekly hours were not available, particularly for some higher level professional and administrative positions, the predominant workweek of the office work force was used as the standard workweek. The distribution of average weekly hours (rounded to the nearest half hour) is presented in table 9 for each occupation by major industry division surveyed. Average weekly hours were lower in finance, insurance, and real estate (38 hours in most occupations) than in the other industry divisions (39 or 39.5 hours). Average weekly hours have been stable over the past decade.[14]

[13] For analysis of interarea pay differentials in clerical salaries, see *Area Wage Surveys: Metropolitan Areas, United States and Regional Summaries, 1975,* Bulletin 1850-89 (Bureau of Labor Statistics, 1977) and *Wage Differences Among Metropolitan Areas, 1976,* Summary 78-1 (Bureau of Labor Statistics, 1978).

[14] For information on scheduled weekly hours of office workers employed in metropolitan areas, see *Area Wage Surveys, Selected Metropolitan Areas, 1976,* Bulletin 1900-81 (Bureau of Labor Statistics, 1978).

Although only nationwide salary data are presented in this bulletin, salary data for clerical and drafting occupations are available for each of the metropolitan areas in which the Bureau conducts area wage surveys. These area reports also include information on supplementary benefits such as paid vacations, holidays, and health, insurance, and pension plans relating to nonsupervisory office workers. A directory of occupational wage surveys, which contains a listing by State and area, is available at the Bureau's regional offices listed on the inside back cover of this bulletin.

Chart 4. Relative employment in selected occupational groups by industry division, March 1978

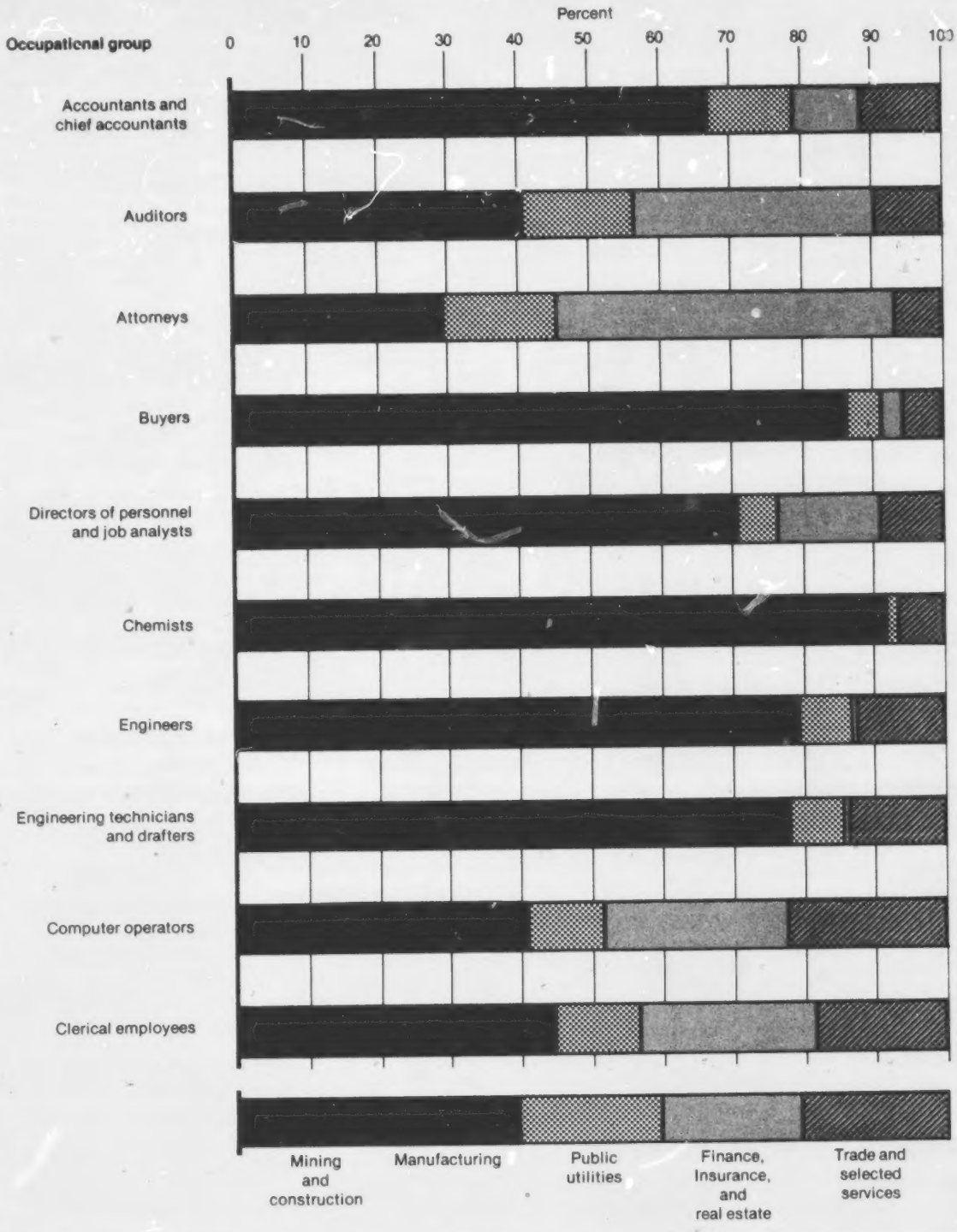


Table 1. Average salaries: United States

(Employment and average salaries for selected professional, administrative, technical, and clerical occupations in private industry,[1] United States except Alaska and Hawaii, March 1978)

Occupation and level[2]	Number of employees[3]	Monthly salaries[4]				Annual salaries[4]			
		Mean	Median	Middle range[5]		Mean	Median	Middle range[5]	
				First quartile	Third quartile			First quartile	Third quartile
ACCOUNTANTS AND AUDITORS									
ACCOUNTANTS I	9,658	$1,065	$1,050	$950	$1,150	$12,785	$12,600	$11,400	$13,800
ACCOUNTANTS II	17,156	1,306	1,261	1,143	1,455	15,671	15,131	13,718	17,460
ACCOUNTANTS III	31,989	1,510	1,483	1,330	1,666	18,115	17,796	15,960	19,992
ACCOUNTANTS IV	20,287	1,836	1,812	1,649	2,000	22,036	21,742	19,792	24,000
ACCOUNTANTS V	7,351	2,275	2,266	2,041	2,482	27,301	27,189	24,490	29,788
AUDITORS I	1,589	1,104	1,065	956	1,208	13,243	12,774	11,471	14,494
AUDITORS II	2,837	1,308	1,250	1,112	1,458	15,694	15,000	13,348	17,493
AUDITORS III	4,947	1,563	1,541	1,382	1,711	18,756	18,493	16,581	20,532
AUDITORS IV	3,184	1,924	1,875	1,728	2,088	23,093	22,500	20,734	25,056
CHIEF ACCOUNTANTS I	836	1,983	1,900	1,833	2,083	23,561	22,800	21,991	24,996
CHIEF ACCOUNTANTS II	1,080	2,314	2,291	2,090	2,508	27,769	27,489	25,079	30,000
CHIEF ACCOUNTANTS III	560	2,847	2,792	2,540	3,058	34,160	33,500	30,480	36,696
CHIEF ACCOUNTANTS IV	256	3,325	3,249	2,950	3,649	39,895	38,984	35,400	43,782
ATTORNEYS									
ATTORNEYS I	1,498	1,474	1,458	1,250	1,665	17,693	17,493	14,994	19,980
ATTORNEYS II	2,548	1,809	1,777	1,583	1,991	21,713	21,325	18,992	23,898
ATTORNEYS III	2,883	2,311	2,291	2,003	2,574	27,736	27,489	24,040	30,888
ATTORNEYS IV	2,724	2,796	2,741	2,460	3,082	33,547	32,887	29,520	36,985
ATTORNEYS V	1,862	3,527	3,474	3,124	3,873	42,318	41,687	37,485	46,481
ATTORNEYS VI	642	4,317	4,250	3,931	4,706	51,798	51,000	47,172	56,477
BUYERS									
BUYERS I	5,345	1,074	1,030	900	1,195	12,887	12,355	10,800	14,339
BUYERS II	14,472	1,350	1,324	1,194	1,490	16,195	15,894	14,328	17,880
BUYERS III	15,289	1,632	1,608	1,451	1,791	19,598	19,292	17,415	21,491
BUYERS IV	4,544	1,988	1,935	1,749	2,200	23,853	23,220	20,988	26,400
PERSONNEL MANAGEMENT									
JOB ANALYSTS II	339	1,170	1,109	1,016	1,250	14,040	13,308	12,195	15,000
JOB ANALYSTS III	576	1,529	1,497	1,354	1,702	18,354	17,964	16,268	20,424
JOB ANALYSTS IV	521	1,885	1,874	1,708	2,067	22,614	22,491	20,492	24,804
DIRECTORS OF PERSONNEL I	937	1,736	1,683	1,540	1,974	20,833	20,196	18,480	23,691
DIRECTORS OF PERSONNEL II	1,879	2,187	2,083	1,916	2,390	26,245	24,990	22,991	28,677
DIRECTORS OF PERSONNEL III	895	2,683	2,591	2,295	2,953	32,201	31,088	27,540	35,432
DIRECTORS OF PERSONNEL IV	255	3,403	3,302	3,055	3,708	40,835	39,626	36,665	44,496
CHEMISTS AND ENGINEERS									
CHEMISTS I	2,455	1,124	1,135	965	1,269	13,492	13,615	11,585	15,222
CHEMISTS II	4,135	1,361	1,341	1,185	1,502	16,337	16,094	14,220	18,024
CHEMISTS III	8,638	1,621	1,603	1,458	1,775	19,453	19,240	17,493	21,300
CHEMISTS IV	9,887	1,961	1,942	1,783	2,132	23,532	23,304	21,391	25,590	30,960
CHEMISTS V	7,583	2,375	2,357	2,132	2,580	28,494	28,289	25,590	30,030	35,986
CHEMISTS VI	3,539	2,759	2,715	2,504	2,999	33,110	32,580	35,000	42,000
CHEMISTS VII	1,223	3,244	3,099	2,917	3,500	38,927	37,185	40,984	51,492
CHEMISTS VIII	400	3,930	3,859	3,415	4,291	47,156	46,313		
ENGINEERS I	16,633	1,327	1,316	1,225	1,425	15,928	15,794	14,700	17,097
ENGINEERS II	32,043	1,464	1,450	1,348	1,580	17,567	17,400	16,170	18,960
ENGINEERS III	81,495	1,683	1,665	1,515	1,835	20,194	19,980	18,183	22,020
ENGINEERS IV	113,509	1,998	1,983	1,800	2,185	23,972	23,790	21,600	26,220
ENGINEERS V	81,520	2,333	2,315	2,121	2,535	28,001	27,780	25,452	30,420
ENGINEERS VI	39,254	2,689	2,657	2,433	2,911	32,264	31,887	29,198	34,934
ENGINEERS VII	13,672	3,043	3,005	2,774	3,291	36,520	36,056	33,288	39,492
ENGINEERS VIII	3,685	3,509	3,450	3,172	3,758	42,104	41,400	38,062	45,101

See footnotes at end of table.

Table 1. Average salaries: United States—Continued

(Employment and average salaries for selected professional, administrative, technical, and clerical occupations in private industry,[1] United States except Alaska and Hawaii, March 1978)

Occupation and level[2]	Number of employees[3]	Monthly salaries[4]				Annual salaries[4]			
		Mean	Median	Middle range[5]		Mean	Median	Middle range[5]	
				First quartile	Third quartile			First quartile	Third quartile
TECHNICAL SUPPORT									
ENGINEERING TECHNICIANS I	4,474	$872	$834	$765	$962	$10,461	$10,011	$9,177	$11,304
ENGINEERING TECHNICIANS II	14,084	993	965	869	1,086	11,918	11,575	10,428	13,035
ENGINEERING TECHNICIANS III	24,915	1,172	1,164	1,020	1,301	14,062	13,974	12,242	15,612
ENGINEERING TECHNICIANS IV	29,217	1,359	1,350	1,227	1,480	16,302	16,200	14,724	17,760
ENGINEERING TECHNICIANS V	18,088	1,559	1,549	1,412	1,691	18,703	18,593	16,946	20,292
DRAFTER-TRACERS	5,299	817	782	663	987	9,803	9,385	7,958	11,601
DRAFTERS I	17,570	937	900	800	1,037	11,247	10,800	9,596	12,443
DRAFTERS II	27,038	1,142	1,111	986	1,282	13,709	13,327	11,836	15,381
DRAFTERS III	27,591	1,408	1,373	1,210	1,556	16,902	16,476	14,520	18,666
COMPUTER OPERATORS I	5,328	712	686	626	778	8,546	8,232	7,508	9,333
COMPUTER OPERATORS II	7,111	863	835	725	1,017	10,352	10,016	8,697	12,210
COMPUTER OPERATORS III	24,725	939	912	808	1,043	11,274	10,949	9,696	12,514
COMPUTER OPERATORS IV	15,413	1,145	1,116	986	1,275	13,737	13,390	11,836	15,300
COMPUTER OPERATORS V	3,666	1,308	1,287	1,142	1,456	15,691	15,564	13,704	17,467
COMPUTER OPERATORS VI	1,113	1,514	1,523	1,365	1,633	18,173	18,271	16,385	19,595
CLERICAL									
CLERKS, ACCOUNTING I	90,511	724	685	591	809	8,682	8,220	7,091	9,707
CLERKS, ACCOUNTING II	74,055	916	875	747	1,049	10,986	10,500	8,968	12,592
CLERKS, FILE I	30,384	552	534	486	586	6,621	6,403	5,834	7,032
CLERKS, FILE II	13,421	660	619	547	721	7,914	7,428	6,570	8,655
CLERKS, FILE III	4,191	841	791	675	986	10,095	9,489	8,097	11,836
KEY ENTRY OPERATORS I	64,112	712	666	585	784	8,546	7,994	7,020	9,411
KEY ENTRY OPERATORS II	42,435	842	810	699	937	10,099	9,720	8,509	11,241
MESSENGERS	20,435	633	595	521	695	7,595	7,143	6,257	8,342
SECRETARIES I	39,895	817	791	700	901	9,801	9,489	8,395	10,816
SECRETARIES II	74,557	893	869	756	999	10,721	10,428	9,072	11,992
SECRETARIES III	84,253	991	967	839	1,117	11,894	11,604	10,063	13,400
SECRETARIES IV	53,749	1,085	1,066	917	1,225	13,018	12,792	11,002	14,700
SECRETARIES V	17,863	1,202	1,178	1,025	1,365	14,430	14,138	12,295	16,383
STENOGRAPHERS, GENERAL	26,031	819	782	660	951	9,834	9,385	7,915	11,408
STENOGRAPHERS, SENIOR	27,681	918	900	762	1,046	11,018	10,800	9,144	12,549
TYPISTS I	41,215	648	608	550	706	7,778	7,300	6,600	8,478
TYPISTS II	24,932	773	735	643	860	9,276	8,820	7,716	10,324

[1] For scope of study, see table A-1 in appendix A.

[2] Occupational definitions appear in appendix C.

[3] Occupational employment estimates relate to the total in all establishments within the scope of the survey and not to the number actually surveyed. For further explanation, see appendix A.

[4] Salaries reported are standard salaries paid for standard work schedules; i.e., the straight-time salary corresponding to the employee's normal work schedule excluding overtime hours. Nonproduction bonuses are excluded, but cost-of-living payments and incentive earnings are included.

[5] The middle range (ints quartile) is the central part of the array excluding the upper and lower fourths of the employee distribution.

Table 2. Average salaries: Metropolitan areas

(Employment and average salaries for selected professional, administrative, technical, and clerical occupations in private industry, metropolitan areas,[1] United States except Alaska and Hawaii, March 1978)

Occupation and level[2]	Number of employees[3]	Monthly salaries[4]				Annual salaries[4]			
		Mean	Median	Middle range[5]		Mean	Median	Middle range[5]	
				First quartile	Third quartile			First quartile	Third quartile
ACCOUNTANTS AND AUDITORS									
ACCOUNTANTS I	8,599	$1,069	$1,050	$952	$1,153	$12,827	$12,600	$11,429	$13,835
ACCOUNTANTS II	15,567	1,313	1,270	1,145	1,471	15,757	15,240	13,745	17,648
ACCOUNTANTS III	27,982	1,518	1,490	1,333	1,671	18,214	17,880	15,994	20,054
ACCOUNTANTS IV	18,005	1,840	1,812	1,649	2,008	22,083	21,742	19,792	24,090
ACCOUNTANTS V	6,666	2,277	2,265	2,041	2,498	27,326	27,180	24,490	29,981
AUDITORS I	1,583	1,103	1,043	955	1,204	13,233	12,761	11,460	14,454
AUDITORS II	2,759	1,310	1,250	1,112	1,458	15,719	15,000	13,343	17,501
AUDITORS III	4,685	1,568	1,547	1,395	1,724	18,821	18,564	16,740	20,692
AUDITORS IV	3,105	1,925	1,875	1,731	2,088	23,095	22,500	20,773	25,056
CHIEF ACCOUNTANTS I	618	1,975	1,958	1,828	2,130	23,698	23,491	21,936	25,560
CHIEF ACCOUNTANTS II	869	2,325	2,275	2,090	2,499	27,895	27,300	25,079	29,988
CHIEF ACCOUNTANTS III	480	2,847	2,791	2,499	3,115	34,159	33,487	29,988	37,380
CHIEF ACCOUNTANTS IV	216	3,327	3,249	2,938	3,764	39,929	38,984	35,256	45,172
ATTORNEYS									
ATTORNEYS I	1,457	1,483	1,475	1,275	1,665	17,793	17,700	15,300	19,980
ATTORNEYS II	2,516	1,809	1,778	1,583	1,976	21,714	21,341	18,992	23,708
ATTORNEYS III	2,830	2,315	2,291	2,012	2,582	27,777	27,489	24,141	30,988
ATTORNEYS IV	2,654	2,798	2,749	2,457	3,082	33,573	32,987	29,488	36,985
ATTORNEYS V	1,825	3,530	3,499	3,129	3,875	42,360	41,983	37,554	46,500
ATTORNEYS VI	642	4,317	4,250	3,931	4,704	51,798	51,000	47,172	56,477
BUYERS									
BUYERS I	4,649	1,079	1,040	900	1,208	12,951	12,480	10,800	14,484
BUYERS II	12,032	1,343	1,325	1,200	1,499	16,355	15,903	14,400	17,993
BUYERS III	13,415	1,643	1,616	1,494	1,800	19,712	19,392	17,448	21,600
BUYERS IV	4,293	1,987	1,933	1,739	2,206	23,838	23,191	20,872	26,472
PERSONNEL MANAGEMENT									
JOB ANALYSTS II	305	1,185	1,116	1,045	1,251	14,225	13,395	12,540	15,016
JOB ANALYSTS III	565	1,531	1,499	1,356	1,710	18,369	17,993	16,268	20,520
JOB ANALYSTS IV	500	1,886	1,866	1,708	2,070	22,635	22,392	20,493	24,840
DIRECTORS OF PERSONNEL I	682	1,682	1,647	1,499	1,916	20,180	19,761	17,993	22,991
DIRECTORS OF PERSONNEL II	1,561	2,193	2,085	1,916	2,397	26,316	25,020	22,991	28,764
DIRECTORS OF PERSONNEL III	795	2,695	2,624	2,295	2,957	32,342	31,487	27,540	35,486
DIRECTORS OF PERSONNEL IV	259	3,381	3,302	3,033	3,682	40,589	39,626	36,394	44,182
CHEMISTS AND ENGINEERS									
CHEMISTS I	2,257	1,125	1,148	956	1,275	13,505	13,770	11,471	15,300
CHEMISTS II	3,735	1,361	1,343	1,175	1,505	16,335	16,120	14,094	18,060
CHEMISTS III	7,621	1,625	1,605	1,458	1,790	19,499	19,260	17,493	21,480
CHEMISTS IV	8,485	1,963	1,949	1,781	2,135	23,552	23,391	21,377	25,619
CHEMISTS V	6,648	2,365	2,341	2,123	2,575	28,381	28,093	25,472	30,900
CHEMISTS VI	3,062	2,775	2,724	2,504	3,007	33,300	32,687	30,050	36,086
CHEMISTS VII	1,114	3,253	3,117	2,953	3,499	39,034	37,401	35,432	41,983
CHEMISTS VIII	371	3,949	3,859	3,425	4,272	47,383	46,313	41,100	51,266
ENGINEERS I	14,950	1,330	1,320	1,225	1,425	15,958	15,840	14,700	17,100
ENGINEERS II	29,076	1,448	1,455	1,350	1,585	17,618	17,460	16,200	19,020
ENGINEERS III	74,057	1,692	1,673	1,524	1,845	20,306	20,074	18,293	22,140
ENGINEERS IV	103,843	2,009	1,999	1,814	2,199	24,113	23,990	21,768	26,385
ENGINEERS V	75,472	2,340	2,320	2,125	2,540	28,076	27,840	25,500	30,480
ENGINEERS VI	36,980	2,692	2,660	2,433	2,916	32,309	31,920	29,198	34,986
ENGINEERS VII	13,085	3,042	3,000	2,773	3,285	36,501	36,000	33,273	39,418
ENGINEERS VIII	3,518	3,502	3,445	3,167	3,750	42,025	41,340	38,004	45,000

See footnotes at end of table.

Table 2. Average salaries: Metropolitan areas—Continued

(Employment and average salaries for selected professional, administrative, technical, and clerical occupations in private industry, metropolitan areas,[1] United States except Alaska and Hawaii, March 1978)

Occupation and level[2]	Number of employees[3]	Monthly salaries[4]				Annual salaries[4]			
		Mean	Median	Middle range[5]		Mean	Median	Middle range[5]	
				First quartile	Third quartile			First quartile	Third quartile
TECHNICAL SUPPORT									
ENGINEERING TECHNICIANS I	3,92[illegible]	$877	$841	$760	$953	$10,526	$10,092	$9,125	$11,436
ENGINEERING TECHNICIANS II	12,181	998	969	869	1,086	11,976	11,627	10,428	13,035
ENGINEERING TECHNICIANS III	22,419	1,170	1,161	1,015	1,302	14,043	13,930	12,178	15,621
ENGINEERING TECHNICIANS IV	26,336	1,364	1,354	1,236	1,482	16,366	16,244	14,829	17,784
ENGINEERING TECHNICIANS V	16,965	1,563	1,555	1,414	1,697	18,751	18,660	16,964	20,364
DRAFTER-TRACERS	4,536	833	813	669	987	9,998	9,759	8,030	11,845
DRAFTERS I	15,255	946	905	800	1,059	11,357	10,863	9,600	12,703
DRAFTERS II	23,494	1,151	1,118	991	1,300	13,809	13,416	11,888	15,600
DRAFTERS III	25,494	1,417	1,382	1,217	1,564	17,007	16,585	14,599	18,771
COMPUTER OPERATORS I	4,803	715	680	628	782	8,580	8,160	7,537	9,385
COMPUTER OPERATORS II	6,375	874	850	735	1,021	10,487	10,200	8,820	12,253
COMPUTER OPERATORS III	22,761	941	912	808	1,043	11,287	10,949	9,698	12,514
COMPUTER OPERATORS IV	13,985	1,147	1,119	988	1,273	13,767	13,429	11,853	15,277
COMPUTER OPERATORS V	3,387	1,303	1,295	1,134	1,444	15,632	15,538	13,609	17,328
COMPUTER OPERATORS VI	896	1,509	1,488	1,366	1,633	18,103	17,853	16,392	19,595
CLERICAL									
CLERKS, ACCOUNTING I	79,721	726	690	595	810	8,712	8,280	7,140	9,719
CLERKS, ACCOUNTING II	67,795	920	878	750	1,050	11,038	10,532	9,000	12,600
CLERKS, FILE I	25,703	549	525	485	580	6,582	6,300	5,818	6,960
CLERKS, FILE II	12,308	661	619	550	724	7,934	7,425	6,600	8,692
CLERKS, FILE III	3,869	841	782	668	1,006	10,086	9,385	8,016	12,070
KEY ENTRY OPERATORS I	58,178	717	673	589	791	8,605	8,082	7,071	9,489
KEY ENTRY OPERATORS II	39,549	846	814	713	940	10,146	9,772	8,551	11,283
MESSENGERS	19,276	63[illegible]	591	521	690	7,575	7,091	6,257	8,280
SECRETARIES I	36,345	82[illegible]	799	700	905	9,854	9,594	8,400	10,860
SECRETARIES II	68,304	896	870	758	1,000	10,755	10,440	9,096	12,000
SECRETARIES III	78,319	996	970	843	1,120	11,948	11,645	10,115	13,440
SECRETARIES IV	51,019	1,091	1,075	921	1,230	13,093	12,900	11,054	14,760
SECRETARIES V	17,104	1,208	1,182	1,034	1,371	14,493	14,182	12,408	16,452
STENOGRAPHERS, GENERAL	23,136	720	788	657	958	9,835	9,456	7,884	11,497
STENOGRAPHERS, SENIOR	26,259	921	904	765	1,048	11,052	10,845	9,177	12,578
TYPISTS I	38,375	648	608	550	707	7,781	7,300	6,600	8,488
TYPISTS II	23,627	771	730	640	860	9,253	8,760	7,680	10,324

[1] For scope of study, see table A-1 in appendix A.

[2] Occupational definitions appear in appendix C.

[3] Occupational employment estimates relate to the total in all establishments within the scope of the survey and not to the number actually surveyed. For further explanation, see appendix A.

[4] Salaries reported are standard salaries paid for standard work schedules, i.e., the straight-time salary corresponding to the employee's normal work schedule excluding overtime hours. Nonproduction bonuses are excluded, but cost-of-living payments and incentive earnings are included.

[5] The middle range (interquartile) is the central part of the array excluding the upper and lower fourths of the employee distribution.

Table 3. Average salaries: Establishments employing 2,500 workers or more

(Employment and average monthly salaries for selected professional, administrative, technical, and clerical occupations in private industry,[1] in establishments employing 2,500 workers or more,[2] United States except Alaska and Hawaii, March 1978)

Occupation and level[3]	Number of employees[4]	Monthly salaries[5]				Levels in establishments employing 2,500 workers or more expressed as percent of those in all establishments combined	
		Mean	Median	Middle range[6]			
				First quartile	Third quartile	Employment	Mean salaries
ACCOUNTANTS AND AUDITORS							
ACCOUNTANTS I	2,308	$1,181	$1,150	$1,055	$1,285	24	111
ACCOUNTANTS II	6,108	1,436	1,457	1,252	1,625	36	110
ACCOUNTANTS III	8,834	1,638	1,624	1,430	1,845	28	109
ACCOUNTANTS IV	3,758	1,915	1,891	1,700	2,116	28	104
ACCOUNTANTS V	2,704	2,298	2,285	2,047	2,525	37	101
AUDITORS I	503	1,215	1,142	1,037	1,397	32	110
AUDITORS II	1,129	1,386	1,325	1,169	1,562	40	106
AUDITORS III	1,495	1,629	1,600	1,396	1,850	30	104
AUDITORS IV	1,260	1,945	1,900	1,684	2,152	40	101
CHIEF ACCOUNTANTS III	150	3,212	3,157	2,674	3,833	27	113
CHIEF ACCOUNTANTS IV	91	3,337	3,250	2,500	3,750	36	100
ATTORNEYS							
ATTORNEYS I	218	1,689	1,650	1,537	1,833	15	115
ATTORNEYS II	427	1,978	1,927	1,753	2,157	17	109
ATTORNEYS III	701	2,371	2,340	2,124	2,614	24	103
ATTORNEYS IV	845	2,938	2,856	2,625	3,169	31	105
ATTORNEYS V	526	3,613	3,502	3,240	3,867	28	102
ATTORNEYS VI	251	4,368	4,205	3,835	4,700	39	101
BUYERS							
BUYERS I	941	1,269	1,257	1,082	1,445	18	118
BUYERS II	3,394	1,468	1,429	1,274	1,625	23	109
BUYERS III	4,865	1,718	1,690	1,495	1,898	32	105
BUYERS IV	2,775	2,013	1,950	1,742	2,270	61	101
PERSONNEL MANAGEMENT							
JOB ANALYSTS II	147	1,267	1,226	1,081	1,436	43	108
JOB ANALYSTS III	310	1,675	1,587	1,430	1,813	54	106
JOB ANALYSTS IV	341	1,941	1,930	1,773	2,100	65	103
DIRECTORS OF PERSONNEL II	97	2,789	2,838	2,425	3,227	5	128
DIRECTORS OF PERSONNEL III	161	3,079	3,080	2,660	3,416	18	115
DIRECTORS OF PERSONNEL IV	115	3,618	3,562	3,225	4,025	46	106
CHEMISTS AND ENGINEERS							
CHEMISTS I	449	1,263	1,250	1,145	1,370	18	112
CHEMISTS II	1,462	1,521	1,517	1,365	1,688	35	112
CHEMISTS III	2,515	1,777	1,755	1,600	1,951	29	110
CHEMISTS IV	3,359	2,086	2,073	1,899	2,263	34	106
CHEMISTS V	2,979	2,461	2,435	2,214	2,673	39	104
CHEMISTS VI	1,491	2,862	2,775	2,522	3,107	48	104
CHEMISTS VII	582	3,402	3,242	2,954	3,755	48	105
ENGINEERS I	8,254	1,364	1,350	1,274	1,445	50	103
ENGINEERS II	14,777	1,501	1,485	1,375	1,607	46	103
ENGINEERS III	37,945	1,739	1,720	1,566	1,896	47	103
ENGINEERS IV	40,188	2,054	2,040	1,858	2,245	53	103
ENGINEERS V	45,710	2,378	2,358	2,167	2,580	56	102
ENGINEERS VI	22,737	2,753	2,708	2,500	2,965	58	102
ENGINEERS VII	8,497	3,105	3,075	2,850	3,314	62	102
ENGINEERS VIII	2,343	3,572	3,500	3,207	3,820	64	102

See footnotes at end of table.

Table 3. Average salaries: Establishments employing 2,500 workers or more—Continued

(Employment and average monthly salaries for selected professional, administrative, technical, and clerical occupations in private industry,[1] in establishments employing 2,500 workers or more,[2] United States except Alaska and Hawaii, March 1978)

Occupation and level[3]	Number of employees[4]	Monthly salaries[5]				Levels in establishments employing 2,500 workers or more expressed as percent of those in all establishments combined	
		Mean	Median	Middle range[6]			
				First quartile	Third quartile	Employment	Mean salaries
TECHNICAL SUPPORT							
ENGINEERING TECHNICIANS I	1,861	$940	$904	$800	$1,086	42	108
ENGINEERING TECHNICIANS II	5,709	1,063	1,034	925	1,180	41	107
ENGINEERING TECHNICIANS III	10,786	1,200	1,196	1,053	1,349	43	102
ENGINEERING TECHNICIANS IV	16,243	1,391	1,394	1,270	1,512	56	102
ENGINEERING TECHNICIANS V	12,577	1,570	1,566	1,420	1,710	70	101
DRAFTER-TRAINEES	1,584	921	967	773	1,035	30	119
DRAFTERS I	5,928	1,040	1,004	862	1,178	34	111
DRAFTERS II	8,761	1,258	1,248	1,091	1,401	32	110
DRAFTERS III	11,396	1,544	1,491	1,310	1,707	41	110
COMPUTER OPERATORS I	1,213	799	774	683	882	23	112
COMPUTER OPERATORS II	2,216	970	1,021	860	1,051	31	112
COMPUTER OPERATORS III	6,011	1,060	1,041	917	1,166	24	113
COMPUTER OPERATORS IV	5,505	1,250	1,220	1,073	1,392	36	109
COMPUTER OPERATORS V	1,733	1,369	1,361	1,210	1,477	47	105
COMPUTER OPERATORS VI	452	1,506	1,477	1,361	1,635	41	99
CLERICAL							
CLERKS, ACCOUNTING I	15,005	867	856	695	1,006	17	120
CLERKS, ACCOUNTING II	15,407	1,046	1,038	869	1,218	21	114
CLERKS, FILE I	2,357	614	552	511	677	8	111
CLERKS, FILE II	2,782	745	673	572	888	21	113
CLERKS, FILE III	1,925	881	861	700	1,044	46	105
KEY ENTRY OPERATORS I	11,800	872	843	687	1,017	18	122
KEY ENTRY OPERATORS II	12,434	934	903	769	1,069	29	111
MESSENGERS	5,068	685	630	547	785	25	108
SECRETARIES I	11,090	884	847	750	990	28	108
SECRETARIES II	23,781	976	947	825	1,095	32	109
SECRETARIES III	29,272	1,066	1,037	915	1,198	35	108
SECRETARIES IV	16,524	1,206	1,199	1,044	1,347	31	111
SECRETARIES V	5,365	1,347	1,338	[illegible]	1,492	30	112
STENOGRAPHERS, GENERAL	11,015	856	822	695	990	42	104
STENOGRAPHERS, SENIOR	12,880	951	943	792	1,083	47	104
TYPISTS I	9,321	715	673	586	804	23	110
TYPISTS II	10,287	824	775	652	961	41	107

[1] For scope of study, see table A-1 in appendix A.

[2] Includes data from 6 large companies that provide companywide data not identified by size of establishment.

[3] Occupational definitions appear in appendix C.

[4] Occupational employment estimates relate to the total in all establishments within the scope of the survey and not to the number actually surveyed. For further explanation, see appendix A.

[5] Salaries reported are standard salaries paid for standard work schedules; i.e., the straight-time salary corresponding to the employee's normal work schedule excluding overtime hours. Nonproduction bonuses are excluded, but cost-of-living payments and incentive earnings are included.

[6] The middle range (interquartile) is the central part of the array excluding the upper and lower fourths of the employee distribution.

Table 4. Employment distribution by salary: Professional and administrative occupations

(Percent distribution of employees in selected professional and administrative occupations by monthly salary, United States except Alaska and Hawaii,[1] March 1978)

Monthly salary	Accountants					Auditors				Chief accountants			
	I	II	III	IV	V	I	II	III	IV	I	II	III	IV
UNDER $800	1.6	-	-	-	-	1.2	-	-	-	-	-	-	-
$800 AND UNDER $825	2.2	-	-	-	-	3.7	-	-	-	-	-	-	-
$825 AND UNDER $850	3.6	-	-	-	-	3.4	-	-	-	-	-	-	-
$850 AND UNDER $875	4.7	-	-	-	-	1.8	-	-	-	-	-	-	-
$875 AND UNDER $900	2.0	-	-	-	-	3.6	(0.9)	-	-	-	-	-	-
$900 AND UNDER $925	5.0	-	-	-	-	5.7	1.1	-	-	-	-	-	-
$925 AND UNDER $950	3.9	(2.5)	-	-	-	1.9	.3	-	-	-	-	-	-
$950 AND UNDER $975	6.2	1.2	-	-	-	6.6	2.3	-	-	-	-	-	-
$975 AND UNDER $1,000	6.4	2.2	-	-	-	5.5	2.5	(0.3)	-	-	-	-	-
$1,000 AND UNDER $1,050	11.9	4.9	(1.3)	-	-	10.6	8.6	1.0	-	-	-	-	-
$1,050 AND UNDER $1,100	12.7	5.4	1.4	-	-	12.4	5.7	.7	-	-	-	-	-
$1,100 AND UNDER $1,150	13.0	10.0	1.9	-	-	12.0	9.6	.8	-	-	-	-	-
$1,150 AND UNDER $1,200	9.7	10.7	3.7	-	-	5.4	8.3	1.5	-	-	-	-	-
$1,200 AND UNDER $1,250	5.7	10.2	5.8	-	-	5.3	9.6	5.7	-	-	-	-	-
$1,250 AND UNDER $1,300	3.3	8.4	6.2	-	-	4.5	8.6	4.3	-	-	-	-	-
$1,300 AND UNDER $1,350	3.4	7.3	8.4	(1.7)	-	3.7	5.2	5.4	-	-	-	-	-
$1,350 AND UNDER $1,400	1.7	5.6	6.2	1.0	-	3.0	5.7	6.6	-	-	-	-	-
$1,400 AND UNDER $1,450	(3.3)	5.9	8.3	2.0	-	3.1	4.4	8.1	(3.0)	-	-	-	-
$1,450 AND UNDER $1,500	-	5.0	8.9	3.7	-	1.3	7.4	9.0	1.5	-	-	-	-
$1,500 AND UNDER $1,550	-	3.6	7.5	4.8	-	.8	4.2	9.0	2.5	1.2	-	-	-
$1,550 AND UNDER $1,600	-	3.6	7.0	4.8	-	.7	1.5	7.9	3.4	2.8	-	-	-
$1,600 AND UNDER $1,650	-	3.1	5.5	7.2	(1.9)	.9	2.2	6.2	4.1	7.9	2.1	-	-
$1,650 AND UNDER $1,700	-	5.6	6.0	8.4	1.1	2.6	1.9	6.4	6.5	3.5	-	-	-
$1,700 AND UNDER $1,750	-	2.0	3.8	6.6	1.4	(0.3)	2.6	6.8	8.2	3.8	1.9	-	-
$1,750 AND UNDER $1,800	-	1.0	3.6	7.9	1.9	-	1.6	3.6	7.0	1.0	5.3	-	-
$1,800 AND UNDER $1,850	-	1.1	3.4	8.2	3.5	-	.9	4.2	8.4	13.9	.7	-	-
$1,850 AND UNDER $1,900	-	(0.7)	2.2	6.5	2.5	-	.8	2.8	7.2	13.3	.7	-	-
$1,900 AND UNDER $1,950	-	-	2.5	6.0	3.5	-	1.9	2.8	7.6	6.9	2.4	-	-
$1,950 AND UNDER $2,000	-	-	1.9	5.7	4.3	-	1.5	2.0	3.8	10.9	.8	-	-
$2,000 AND UNDER $2,050	-	-	1.3	5.1	5.7	-	(0.8)	1.2	5.5	3.7	5.6	1.1	-
$2,050 AND UNDER $2,100	-	-	(2.3)	5.1	4.7	-	-	(3.9)	7.0	7.1	7.4	2.7	-
$2,100 AND UNDER $2,150	-	-	-	2.8	5.8	-	-	-	2.9	2.5	1.9	-	-
$2,150 AND UNDER $2,200	-	-	-	2.1	6.1	-	-	-	5.0	8.9	10.1	2.3	-
$2,200 AND UNDER $2,250	-	-	-	2.6	5.2	-	-	-	3.4	2.6	9.0	-	-
$2,250 AND UNDER $2,300	-	-	-	2.3	5.6	-	-	-	3.4	1.2	4.1	2.3	-
$2,300 AND UNDER $2,350	-	-	-	1.4	6.4	-	-	-	.8	.6	7.7	2.0	1.4
$2,350 AND UNDER $2,400	-	-	-	1.0	6.6	-	-	-	3.3	1.7	4.8	7.1	-
$2,400 AND UNDER $2,450	-	-	-	(3.0)	6.7	-	-	-	1.3	-	3.5	1.4	.8
$2,450 AND UNDER $2,500	-	-	-	-	3.7	-	-	-	.9	2.3	6.8	5.4	.4
$2,500 AND UNDER $2,600	-	-	-	-	7.9	-	-	-	.8	1.2	7.6	7.5	-
$2,600 AND UNDER $2,700	-	-	-	-	4.9	-	-	-	1.4	.8	6.2	12.9	4.3
$2,700 AND UNDER $2,800	-	-	-	-	4.4	-	-	-	(1.1)	1.2	2.4	7.9	2.3
$2,800 AND UNDER $2,900	-	-	-	-	2.3	-	-	-	-	1.2	3.5	12.0	8.2
$2,900 AND UNDER $3,000	-	-	-	-	1.9	-	-	-	-	-	.5	9.5	12.9
$3,000 AND UNDER $3,100	-	-	-	-	(2.0)	-	-	-	-	-	.2	4.5	7.8
$3,100 AND UNDER $3,200	-	-	-	-	-	-	-	-	-	-	.6	3.2	12.5
$3,200 AND UNDER $3,300	-	-	-	-	-	-	-	-	-	-	1.5	2.1	8.2
$3,300 AND UNDER $3,400	-	-	-	-	-	-	-	-	-	-	(0.6)	3.6	4.7
$3,400 AND UNDER $3,500	-	-	-	-	-	-	-	-	-	-	-	1.6	2.3
$3,500 AND UNDER $3,600	-	-	-	-	-	-	-	-	-	-	-	.7	3.5
$3,600 AND UNDER $3,700	-	-	-	-	-	-	-	-	-	-	-	.5	8.2
$3,700 AND UNDER $3,800	-	-	-	-	-	-	-	-	-	-	-	.5	3.1
$3,800 AND UNDER $3,900	-	-	-	-	-	-	-	-	-	-	-	2.9	.4
$3,900 AND UNDER $4,000	-	-	-	-	-	-	-	-	-	-	-	4.1	6.3
$4,000 AND UNDER $4,100	-	-	-	-	-	-	-	-	-	-	-	(0.2)	1.6
$4,100 AND UNDER $4,200	-	-	-	-	-	-	-	-	-	-	-	-	3.9
$4,200 AND UNDER $4,300	-	-	-	-	-	-	-	-	-	-	-	-	-
$4,300 AND UNDER $4,400	-	-	-	-	-	-	-	-	-	-	-	-	1.2
$4,400 AND UNDER $4,500	-	-	-	-	-	-	-	-	-	-	-	-	-
$4,500 AND UNDER $4,600	-	-	-	-	-	-	-	-	-	-	-	-	.4
TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF EMPLOYEES	9,658	17,156	31,989	20,287	7,351	1,589	2,837	4,947	3,184	836	1,080	560	256
AVERAGE MONTHLY SALARY	$1,065	$1,306	$1,510	$1,836	$2,275	$1,104	$1,308	$1,563	$1,924	$1,963	$2,314	$2,847	$3,325

See footnotes at end of table.

Table 4. Employment distribution by salary: Professional and administrative occupations—Continued

(Percent distribution of employees in selected professional and administrative occupations by monthly salary, United States except Alaska and Hawaii,[1] March 1978)

Monthly salary	Attorneys					
	I	II	III	IV	V	VI
$975 AND UNDER $1,000	3.4	-	-	-	-	-
$1,000 AND UNDER $1,050	1.7	-	-	-	-	-
$1,050 AND UNDER $1,100	2.7	-	-	-	-	-
$1,100 AND UNDER $1,150	-	-	-	-	-	-
$1,150 AND UNDER $1,200	13.0	-	-	-	-	-
$1,200 AND UNDER $1,250	5.2	-	-	-	-	-
$1,250 AND UNDER $1,300	7.2	.3	-	-	-	-
$1,300 AND UNDER $1,350	9.1	1.3	-	-	-	-
$1,350 AND UNDER $1,400	4.9	1.7	-	-	-	-
$1,400 AND UNDER $1,450	6.3	2.2	-	-	-	-
$1,450 AND UNDER $1,500	7.1	7.0	1.7	-	-	-
$1,500 AND UNDER $1,550	6.2	8.2	.1	-	-	-
$1,550 AND UNDER $1,600	7.9	5.4	.8	-	-	-
$1,600 AND UNDER $1,650	3.9	4.7	1.2	-	-	-
$1,650 AND UNDER $1,700	5.7	7.2	2.4	-	-	-
$1,700 AND UNDER $1,750	1.5	7.5	.8	-	-	-
$1,750 AND UNDER $1,800	2.0	9.0	1.4	-	-	-
$1,800 AND UNDER $1,850	1.4	8.8	3.5	-	-	-
$1,850 AND UNDER $1,900	8.3	4.7	5.3	-	-	-
$1,900 AND UNDER $1,950	2.7	3.6	2.5	(1.2)	-	-
$1,950 AND UNDER $2,000	.4	6.4	3.3	1.1	-	-
$2,000 AND UNDER $2,050	1.0	2.5	4.4	.8	-	-
$2,050 AND UNDER $2,100	2.3	4.2	3.8	1.0	-	-
$2,100 AND UNDER $2,150	(0.9)	3.3	4.9	.6	-	-
$2,150 AND UNDER $2,200	-	4.6	3.4	2.3	-	-
$2,200 AND UNDER $2,250	-	1.0	5.7	2.0	-	-
$2,250 AND UNDER $2,300	-	.4	5.9	2.6	-	-
$2,300 AND UNDER $2,350	-	2.5	9.5	2.2	-	-
$2,350 AND UNDER $2,400	-	(3.6)	3.5	3.6	-	-
$2,400 AND UNDER $2,450	-	-	5.6	6.9	-	-
$2,450 AND UNDER $2,500	-	-	5.6	6.4	(1.2)	-
$2,500 AND UNDER $2,600	-	-	4.8	8.1	1.0	-
$2,600 AND UNDER $2,700	-	-	7.3	7.7	2.9	1.2
$2,700 AND UNDER $2,800	-	-	4.9	8.8	1.3	.3
$2,800 AND UNDER $2,900	-	-	3.9	6.6	3.0	.8
$2,900 AND UNDER $3,000	-	-	1.6	7.2	8.2	.8
$3,000 AND UNDER $3,100	-	-	2.1	7.6	6.9	.3
$3,100 AND UNDER $3,200	-	-	2.0	4.7	4.5	.8
$3,200 AND UNDER $3,300	-	-	1.6	3.2	6.3	2.0
$3,300 AND UNDER $3,400	-	-	(0.7)	4.0	10.2	.9
$3,400 AND UNDER $3,500	-	-	-	4.1	6.0	4.7
$3,500 AND UNDER $3,600	-	-	-	2.0	5.2	2.9
$3,600 AND UNDER $3,700	-	-	-	1.5	7.4	4.5
$3,700 AND UNDER $3,800	-	-	-	1.1	8.6	6.9
$3,800 AND UNDER $3,900	-	-	-	(2.7)	4.0	2.8
$3,900 AND UNDER $4,000	-	-	-	-	6.3	5.1
$4,000 AND UNDER $4,100	-	-	-	-	3.2	16.8
$4,100 AND UNDER $4,200	-	-	-	-	5.4	2.5
$4,200 AND UNDER $4,300	-	-	-	-	1.0	2.8
$4,300 AND UNDER $4,400	-	-	-	-	1.8	4.2
$4,400 AND UNDER $4,500	-	-	-	-	1.4	13.1
$4,500 AND UNDER $4,600	-	-	-	-	.8	3.1
$4,600 AND UNDER $4,700	-	-	-	-	.5	2.0
$4,700 AND UNDER $4,800	-	-	-	-	1.0	8.1
$4,800 AND UNDER $4,900	-	-	-	-	(2.3)	1.2
$4,900 AND UNDER $5,000	-	-	-	-	-	2.5
$5,000 AND UNDER $5,100	-	-	-	-	-	1.4
$5,100 AND UNDER $5,200	-	-	-	-	-	1.4
$5,200 AND UNDER $5,300	-	-	-	-	-	1.4
$5,300 AND UNDER $5,400	-	-	-	-	-	1.4
$5,400 AND UNDER $5,500	-	-	-	-	-	1.9
$5,500 AND UNDER $5,600	-	-	-	-	-	.8
$5,600 AND UNDER $5,700	-	-	-	-	-	1.9
$5,700 AND UNDER $5,800	-	-	-	-	-	2.0
$5,800 AND UNDER $5,900	-	-	-	-	-	.3
$5,900 AND UNDER $6,000	-	-	-	-	-	.2
$6,000 AND OVER	-	-	-	-	-	2.3
TOTAL	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF EMPLOYEES	1,498	2,548	2,883	2,724	1,862	642
AVERAGE MONTHLY SALARY	$1,474	$1,809	$2,311	$2,796	$3,527	$4,317

See footnotes at end of table.

Table 4. Employment distribution by salary: Professional and administrative occupations—Continued

(Percent distribution of employees in selected professional and administrative occupations by monthly salary, United States except Alaska and Hawaii,[1] March 1978)

Monthly salary	Buyers			
	I	II	III	IV
UNDER $725	1.2	-	-	-
$725 AND UNDER $750	1.0	-	-	-
$750 AND UNDER $775	1.5	-	-	-
$775 AND UNDER $800	2.8	-	-	-
$800 AND UNDER $825	1.9	-	-	-
$825 AND UNDER $850	3.4	-	-	-
$850 AND UNDER $875	5.8	-	-	-
$875 AND UNDER $900	6.5	-	-	-
$900 AND UNDER $925	5.2	-	-	-
$925 AND UNDER $950	2.6	(2.8)	-	-
$950 AND UNDER $975	5.6	1.1	-	-
$975 AND UNDER $1,000	5.7	1.1	-	-
$1,000 AND UNDER $1,050	10.5	2.6	-	-
$1,050 AND UNDER $1,100	7.9	4.0	-	-
$1,100 AND UNDER $1,150	8.4	6.4	(1.8)	-
$1,150 AND UNDER $1,200	5.6	7.8	1.1	-
$1,200 AND UNDER $1,250	6.3	9.6	3.1	-
$1,250 AND UNDER $1,300	2.3	9.5	3.4	-
$1,300 AND UNDER $1,350	2.7	10.5	4.5	-
$1,350 AND UNDER $1,400	3.2	7.3	4.9	(1.7)
$1,400 AND UNDER $1,450	1.5	7.1	6.0	1.0
$1,450 AND UNDER $1,500	2.8	6.6	8.3	2.8
$1,500 AND UNDER $1,550	1.3	[illegible]	8.0	2.8
$1,550 AND UNDER $1,600	1.0	[illegible]	7.2	2.8
$1,600 AND UNDER $1,650	(2.4)	[illegible]	9.0	4.2
$1,650 AND UNDER $1,700	-	[illegible]	6.6	4.9
$1,700 AND UNDER $1,750	-	2.1	6.8	5.7
$1,750 AND UNDER $1,800	-	1.7	5.2	6.5
$1,800 AND UNDER $1,850	-	(4.4)	5.9	6.1
$1,850 AND UNDER $1,900	-	-	3.2	7.3
$1,900 AND UNDER $1,950	-	-	2.9	6.2
$1,950 AND UNDER $2,000	-	-	3.1	5.1
$2,000 AND UNDER $2,050	-	-	1.4	3.7
$2,050 AND UNDER $2,100	-	-	1.6	5.6
$2,100 AND UNDER $2,150	-	-	1.7	4.2
$2,150 AND UNDER $2,200	-	-	1.0	4.5
$2,200 AND UNDER $2,250	-	-	1.0	4.5
$2,250 AND UNDER $2,300	-	-	(2.7)	2.8
$2,300 AND UNDER $2,350	-	-	-	2.6
$2,350 AND UNDER $2,400	-	-	-	2.4
$2,400 AND UNDER $2,450	-	-	-	2.3
$2,450 AND UNDER $2,500	-	-	-	1.6
$2,500 AND OVER	-	-	-	8.8
TOTAL	100.0	100.0	100.0	100.0
NUMBER OF EMPLOYEES	9,345	14,472	15,289	4,344
AVERAGE MONTHLY SALARY	$1,074	$1,358	$1,632	$1,988

See footnotes at end of table.

Table 4. Employment distribution by salary: Professional and administrative occupations—Continued

(Percent distribution of employees in selected professional and administrative occupations by monthly salary, United States except Alaska and Hawaii,[1] March 1978)

Monthly salary	Job analysts			Directors of personnel			
	II	III	IV	I	II	III	IV
UNDER $900	1.2	-	-	-	-	-	-
$900 AND UNDER $925	1.5	-	-	-	-	-	-
$925 AND UNDER $950	3.8	(1.4)	-	-	-	-	-
$950 AND UNDER $975	4.7	1.6	-	-	-	-	-
$975 AND UNDER $1,000	11.5	-	-	-	-	-	-
$1,000 AND UNDER $1,050	2.3	.3	-	-	-	-	-
$1,050 AND UNDER $1,100	15.9	.9	-	-	-	-	-
$1,100 AND UNDER $1,150	14.5	-	-	-	-	-	-
$1,150 AND UNDER $1,200	5.0	-	-	.9	-	-	-
$1,200 AND UNDER $1,250	7.7	3.0	-	7.3	-	-	-
$1,250 AND UNDER $1,300	6.2	6.6	-	4.9	-	-	-
$1,300 AND UNDER $1,350	2.9	6.4	(2.5)	.1	-	-	-
$1,350 AND UNDER $1,400	2.1	12.8	1.0	1.0	-	-	-
$1,400 AND UNDER $1,450	2.9	10.8	.6	2.9	1.1	-	-
$1,450 AND UNDER $1,500	2.1	6.3	3.3	4.5	1.9	-	-
$1,500 AND UNDER $1,550	3.5	7.5	5.2	8.6	.5	-	-
$1,550 AND UNDER $1,600	.6	8.0	6.0	3.2	-	-	-
$1,600 AND UNDER $1,650	1.8	4.0	.6	13.8	3.2	-	-
$1,650 AND UNDER $1,700	.9	4.3	3.3	5.9	2.4	-	-
$1,700 AND UNDER $1,750	.6	6.8	10.0	2.3	3.3	-	-
$1,750 AND UNDER $1,800	1.2	3.3	6.7	3.9	3.1	(0.1)	-
$1,800 AND UNDER $1,850	(1.2)	3.3	7.9	3.4	2.1	2.2	-
$1,850 AND UNDER $1,900	-	3.3	10.2	3.2	1.5	.2	-
$1,900 AND UNDER $1,950	-	2.1	5.0	5.1	8.4	.9	-
$1,950 AND UNDER $2,000	-	1.6	3.8	5.8	9.7	2.8	-
$2,000 AND UNDER $2,050	-	.3	7.5	1.9	7.7	-	-
$2,050 AND UNDER $2,100	-	1.0	3.8	9.7	6.4	1.8	-
$2,100 AND UNDER $2,150	-	1.9	5.2	6.3	3.5	.9	-
$2,150 AND UNDER $2,200	-	(1.9)	4.8	.7	4.3	2.2	-
$2,200 AND UNDER $2,250	-	-	1.9	.1	2.6	4.9	-
$2,250 AND UNDER $2,300	-	-	2.3	.6	2.7	10.3	-
$2,300 AND UNDER $2,350	-	-	2.5	1.0	4.9	3.1	-
$2,350 AND UNDER $2,400	-	-	.8	-	7.0	4.2	(0.3)
$2,400 AND UNDER $2,450	-	-	.8	.2	1.4	2.7	3.1
$2,450 AND UNDER $2,500	-	-	.6	.1	3.2	7.6	1.4
$2,500 AND UNDER $2,600	-	-	2.3	2.1	3.2	6.6	-
$2,600 AND UNDER $2,700	-	-	1.5	(0.4)	3.4	7.3	3.1
$2,700 AND UNDER $2,800	-	-	.2	-	4.5	7.4	4.5
$2,800 AND UNDER $2,900	-	-	-	-	1.5	6.0	1.7
$2,900 AND UNDER $3,000	-	-	-	-	2.3	6.7	3.1
$3,000 AND UNDER $3,100	-	-	-	-	.7	3.6	9.8
$3,100 AND UNDER $3,200	-	-	-	-	.5	2.0	8.4
$3,200 AND UNDER $3,300	-	-	-	-	1.0	2.7	5.9
$3,300 AND UNDER $3,400	-	-	-	-	.2	3.8	14.7
$3,400 AND UNDER $3,500	-	-	-	-	1.2	3.5	5.2
$3,500 AND UNDER $3,600	-	-	-	-	(0.4)	.6	7.7
$3,600 AND UNDER $3,700	-	-	-	-	-	2.6	4.9
$3,700 AND UNDER $3,800	-	-	-	-	-	.6	3.1
$3,800 AND UNDER $3,900	-	-	-	-	-	1.9	3.1
$3,900 AND UNDER $4,000	-	-	-	-	-	(1.1)	4.2
$4,000 AND UNDER $4,100	-	-	-	-	-	-	2.8
$4,100 AND UNDER $4,200	-	-	-	-	-	-	4.9
$4,200 AND UNDER $4,300	-	-	-	-	-	-	2.1
$4,300 AND UNDER $4,400	-	-	-	-	-	-	2.1
$4,400 AND UNDER $4,500	-	-	-	-	-	-	.7
$4,500 AND UNDER $4,600	-	-	-	-	-	-	2.1
$4,600 AND OVER	-	-	-	-	-	-	.7
TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF EMPLOYEES	339	576	521	937	1,879	895	286
AVERAGE MONTHLY SALARY	$1,170	$1,529	$1,885	$1,736	$2,187	$2,683	$3,403

See footnotes at end of table.

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Table 4. Employment distribution by salary: Professional and administrative occupations—Continued

(Percent distribution of employees in selected professional and administrative occupations by monthly salary, United States except Alaska and Hawaii,[1] March 1978)

Monthly salary	Chemists							
	I	II	III	IV	V	VI	VII	VIII
$725 AND UNDER $750	1.1	-	-	-	-	-	-	-
$750 AND UNDER $775	.5	-	-	-	-	-	-	-
$775 AND UNDER $800	2.2	-	-	-	-	-	-	-
$800 AND UNDER $825	2.4	-	-	-	-	-	-	-
$825 AND UNDER $850	3.2	-	-	-	-	-	-	-
$850 AND UNDER $875	5.1	-	-	-	-	-	-	-
$875 AND UNDER $900	2.0	-	-	-	-	-	-	-
$900 AND UNDER $925	4.1	-	-	-	-	-	-	-
$925 AND UNDER $950	2.4	(1.6)	-	-	-	-	-	-
$950 AND UNDER $975	3.1	1.8	-	-	-	-	-	-
$975 AND UNDER $1,000	3.8	1.7	-	-	-	-	-	-
$1,000 AND UNDER $1,050	8.6	4.9	-	-	-	-	-	-
$1,050 AND UNDER $1,100	6.5	3.8	(0.5)	-	-	-	-	-
$1,100 AND UNDER $1,150	7.8	3.5	1.6	-	-	-	-	-
$1,150 AND UNDER $1,200	7.3	9.4	2.3	-	-	-	-	-
$1,200 AND UNDER $1,250	3.1	6.7	1.4	-	-	-	-	-
$1,250 AND UNDER $1,300	7.6	7.4	3.5	-	-	-	-	-
$1,300 AND UNDER $1,350	6.6	10.0	3.9	-	-	-	-	-
$1,350 AND UNDER $1,400	4.0	8.3	5.1	-	-	-	-	-
$1,400 AND UNDER $1,450	3.1	7.9	5.6	(2.1)	-	-	-	-
$1,450 AND UNDER $1,500	4.7	6.9	7.8	1.2	-	-	-	-
$1,500 AND UNDER $1,550	(2.0)	5.6	8.6	1.6	-	-	-	-
$1,550 AND UNDER $1,600	-	4.3	8.6	3.1	-	-	-	-
$1,600 AND UNDER $1,650	-	3.9	8.9	3.0	-	-	-	-
$1,650 AND UNDER $1,700	-	3.4	7.5	4.6	-	-	-	-
$1,700 AND UNDER $1,750	-	3.5	7.0	5.6	-	-	-	-
$1,750 AND UNDER $1,800	-	1.6	5.3	6.1	(3.3)	-	-	-
$1,800 AND UNDER $1,850	-	1.9	4.6	8.1	1.2	-	-	-
$1,850 AND UNDER $1,900	-	(2.4)	4.2	7.3	2.0	-	-	-
$1,900 AND UNDER $1,950	-	-	3.3	8.0	1.8	-	-	-
$1,950 AND UNDER $2,000	-	-	3.0	9.0	3.7	-	-	-
$2,000 AND UNDER $2,050	-	-	1.6	5.4	4.0	-	-	-
$2,050 AND UNDER $2,100	-	-	1.7	6.6	4.7	(2.4)	-	-
$2,100 AND UNDER $2,150	-	-	1.2	4.4	5.8	1.0	-	-
$2,150 AND UNDER $2,200	-	-	(2.7)	6.0	4.6	1.6	-	-
$2,200 AND UNDER $2,250	-	-	-	3.2	6.4	1.5	-	-
$2,250 AND UNDER $2,300	-	-	-	2.9	6.6	3.4	-	-
$2,300 AND UNDER $2,350	-	-	-	3.4	5.2	2.7	(0.7)	-
$2,350 AND UNDER $2,400	-	-	-	1.9	5.3	2.8	1.0	-
$2,400 AND UNDER $2,450	-	-	-	1.4	5.1	4.2	1.2	-
$2,450 AND UNDER $2,500	-	-	-	1.6	7.4	5.1	.4	-
$2,500 AND UNDER $2,600	-	-	-	2.2	9.4	12.4	4.4	-
$2,600 AND UNDER $2,700	-	-	-	(1.4)	7.1	11.3	5.2	-
$2,700 AND UNDER $2,800	-	-	-	-	5.5	11.8	4.7	-
$2,800 AND UNDER $2,900	-	-	-	-	3.8	8.1	3.6	(0.5)
$2,900 AND UNDER $3,000	-	-	-	-	2.9	7.9	17.6	1.0
$3,000 AND UNDER $3,100	-	-	-	-	1.4	4.4	11.2	1.3
$3,100 AND UNDER $3,200	-	-	-	-	1.2	5.9	6.1	1.8
$3,200 AND UNDER $3,300	-	-	-	-	(1.5)	5.3	4.5	10.3
$3,300 AND UNDER $3,400	-	-	-	-	-	2.0	7.6	2.0
$3,400 AND UNDER $3,500	-	-	-	-	-	1.9	6.2	12.5
$3,500 AND UNDER $3,600	-	-	-	-	-	1.3	4.9	10.3
$3,600 AND UNDER $3,700	-	-	-	-	-	1.1	3.4	2.5
$3,700 AND UNDER $3,800	-	-	-	-	-	(2.0)	3.4	5.9
$3,800 AND UNDER $3,900	-	-	-	-	-	-	3.3	5.5
$3,900 AND UNDER $4,000	-	-	-	-	-	-	1.6	1.8
$4,000 AND UNDER $4,100	-	-	-	-	-	-	1.1	9.8
$4,100 AND UNDER $4,200	-	-	-	-	-	-	1.0	4.0
$4,200 AND UNDER $4,300	-	-	-	-	-	-	1.0	10.5
$4,300 AND UNDER $4,400	-	-	-	-	-	-	.9	3.0
$4,400 AND UNDER $4,500	-	-	-	-	-	-	.7	4.0
$4,500 AND UNDER $4,600	-	-	-	-	-	-	1.3	3.0
$4,600 AND UNDER $4,700	-	-	-	-	-	-	(2.9)	.8
$4,700 AND UNDER $4,800	-	-	-	-	-	-	-	2.8
$4,800 AND UNDER $4,900	-	-	-	-	-	-	-	.5
$4,900 AND UNDER $5,000	-	-	-	-	-	-	-	1.3
$5,000 AND UNDER $5,100	-	-	-	-	-	-	-	1.3
$5,100 AND UNDER $5,200	-	-	-	-	-	-	-	-
$5,200 AND UNDER $5,300	-	-	-	-	-	-	-	1.3
$5,300 AND UNDER $5,400	-	-	-	-	-	-	-	.3
$5,400 AND UNDER $5,500	-	-	-	-	-	-	-	.3
$5,500 AND UNDER $5,600	-	-	-	-	-	-	-	1.3
$5,600 AND OVER	-	-	-	-	-	-	-	1.5
TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF EMPLOYEES	2,455	4,135	8,638	9,887	7,583	3,539	1,223	400
AVERAGE MONTHLY SALARY	$1,124	$1,361	$1,621	$1,961	$2,375	$2,759	$3,244	$3,930

See footnotes at end of table.

Table 4. Employment distribution by salary: Professional and administrative occupations—Continued

(Percent distribution of employees in selected professional and administrative occupations by monthly salary, United States except Alaska and Hawaii,[1] March 1978)

Monthly salary	Engineers							
	I	II	III	IV	V	VI	VII	VIII
UNDER $1,000	1.0	-	-	-	-	-	-	-
$1,000 AND UNDER $1,050	1.8	-	-	-	-	-	-	-
$1,050 AND UNDER $1,100	2.6	(1.4)	-	-	-	-	-	-
$1,100 AND UNDER $1,150	4.1	1.7	-	-	-	-	-	-
$1,150 AND UNDER $1,200	8.0	3.0	-	-	-	-	-	-
$1,200 AND UNDER $1,250	13.7	4.0	(1.3)	-	-	-	-	-
$1,250 AND UNDER $1,300	13.3	6.4	1.8	-	-	-	-	-
$1,300 AND UNDER $1,350	13.2	9.0	2.6	-	-	-	-	-
$1,350 AND UNDER $1,400	12.3	12.0	4.1	-	-	-	-	-
$1,400 AND UNDER $1,450	9.5	12.0	5.6	-	-	-	-	-
$1,450 AND UNDER $1,500	7.9	11.3	6.9	(2.4)	-	-	-	-
$1,500 AND UNDER $1,550	5.3	9.3	8.1	1.5	-	-	-	-
$1,550 AND UNDER $1,600	3.7	8.0	8.5	2.4	-	-	-	-
$1,600 AND UNDER $1,650	1.8	6.8	8.4	3.2	-	-	-	-
$1,650 AND UNDER $1,700	(1.9)	5.2	8.2	4.3	-	-	-	-
$1,700 AND UNDER $1,750	-	3.8	7.7	5.2	-	-	-	-
$1,750 AND UNDER $1,800	-	2.3	6.9	5.6	(3.1)	-	-	-
$1,800 AND UNDER $1,850	-	1.7	6.7	6.7	1.9	-	-	-
$1,850 AND UNDER $1,900	-	(2.2)	5.0	6.5	2.0	-	-	-
$1,900 AND UNDER $1,950	-	-	4.4	7.1	3.0	-	-	-
$1,950 AND UNDER $2,000	-	-	3.8	7.2	3.4	-	-	-
$2,000 AND UNDER $2,050	-	-	3.1	6.8	4.3	(2.9)	-	-
$2,050 AND UNDER $2,100	-	-	2.6	6.5	4.9	1.4	-	-
$2,100 AND UNDER $2,150	-	-	1.6	5.5	5.5	1.5	-	-
$2,150 AND UNDER $2,200	-	-	1.1	5.2	6.6	2.1	-	-
$2,200 AND UNDER $2,250	-	-	(1.7)	5.1	6.7	2.2	-	-
$2,250 AND UNDER $2,300	-	-	-	3.8	6.4	3.0	(2.0)	-
$2,300 AND UNDER $2,350	-	-	-	3.3	6.6	3.9	1.1	-
$2,350 AND UNDER $2,400	-	-	-	2.9	6.4	4.2	.9	-
$2,400 AND UNDER $2,450	-	-	-	2.3	5.9	5.3	1.3	-
$2,450 AND UNDER $2,500	-	-	-	1.9	5.3	5.5	2.2	(0.7)
$2,500 AND UNDER $2,600	-	-	-	2.9	8.9	11.3	4.2	1.1
$2,600 AND UNDER $2,700	-	-	-	(1.6)	6.8	11.6	6.1	1.5
$2,700 AND UNDER $2,800	-	-	-	-	5.1	10.3	9.8	3.6
$2,800 AND UNDER $2,900	-	-	-	-	3.0	8.7	9.7	3.9
$2,900 AND UNDER $3,000	-	-	-	-	2.2	7.1	11.4	4.2
$3,000 AND UNDER $3,100	-	-	-	-	1.0	5.5	11.0	5.9
$3,100 AND UNDER $3,200	-	-	-	-	(1.3)	3.8	9.0	5.6
$3,200 AND UNDER $3,300	-	-	-	-	-	3.4	8.8	8.6
$3,300 AND UNDER $3,400	-	-	-	-	-	2.1	5.6	10.7
$3,400 AND UNDER $3,500	-	-	-	-	-	1.7	4.6	8.1
$3,500 AND UNDER $3,600	-	-	-	-	-	(2.6)	3.1	9.0
$3,600 AND UNDER $3,700	-	-	-	-	-	-	3.2	8.0
$3,700 AND UNDER $3,800	-	-	-	-	-	-	1.7	6.4
$3,800 AND UNDER $3,900	-	-	-	-	-	-	1.2	4.6
$3,900 AND UNDER $4,000	-	-	-	-	-	-	(1.2)	3.0
$4,000 AND UNDER $4,100	-	-	-	-	-	-	-	4.3
$4,100 AND UNDER $4,200	-	-	-	-	-	-	-	2.3
$4,200 AND UNDER $4,300	-	-	-	-	-	-	-	1.1
$4,300 AND UNDER $4,400	-	-	-	-	-	-	-	.9
$4,400 AND UNDER $4,500	-	-	-	-	-	-	-	1.5
$4,500 AND UNDER $4,600	-	-	-	-	-	-	-	1.1
$4,600 AND UNDER $4,700	-	-	-	-	-	-	-	.9
$4,700 AND UNDER $4,800	-	-	-	-	-	-	-	.4
$4,800 AND UNDER $4,900	-	-	-	-	-	-	-	.3
$4,900 AND UNDER $5,000	-	-	-	-	-	-	-	.7
$5,000 AND OVER	-	-	-	-	-	-	-	1.8
TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF EMPLOYEES	16,633	32,043	81,495	113,509	81,520	39,254	13,672	3,685
AVERAGE MONTHLY SALARY	$1,327	$1,484	$1,683	$1,998	$2,333	$2,689	$3,043	$3,509

[1] For scope of study, see table A-1 in appendix A.

NOTE: To avoid showing small proportions of employees scattered at or near the extremes of the distributions for some occupations, the percentages of employees in these intervals have been accumulated and are shown in the interval above or below the extreme interval containing at least 1 percent. The percentages representing these employees are shown in parentheses. Because of rounding, sums of individual items may not equal 100.

Table 5. Employment distribution by salary: Technical support occupations

(Percent distribution of employees in selected technical support occupations by monthly salary, United States except Alaska and Hawaii,[1] March 1978)

Monthly salary	Engineering technicians					Drafter-tracers	Drafters		
	I	II	III	IV	V		I	II	III
UNDER $525	-	-	-	-	-	2.5	-	-	-
$525 AND UNDER $550	-	-	-	-	-	1.4	-	-	-
$550 AND UNDER $575	-	-	-	-	-	3.5	-	-	-
$575 AND UNDER $600	(0.7)	-	-	-	-	2.2	(0.7)	-	-
$600 AND UNDER $625	1.5	-	-	-	-	5.0	1.1	-	-
$625 AND UNDER $650	1.7	-	-	-	-	2.9	.9	-	-
$650 AND UNDER $675	2.1	-	-	-	-	9.1	2.7	-	-
$675 AND UNDER $700	4.9	-	-	-	-	5.9	2.1	-	-
$700 AND UNDER $725	3.8	(1.9)	-	-	-	5.5	2.9	-	-
$725 AND UNDER $750	7.6	1.5	-	-	-	6.4	3.4	(1.4)	-
$750 AND UNDER $775	5.7	3.0	-	-	-	3.6	5.0	1.0	-
$775 AND UNDER $800	8.7	3.8	-	-	-	5.2	6.3	1.5	-
$800 AND UNDER $825	9.3	3.7	(0.9)	-	-	1.6	6.1	.8	-
$825 AND UNDER $850	7.3	6.2	1.8	-	-	2.3	5.9	1.6	-
$850 AND UNDER $875	8.7	6.6	2.0	-	-	4.5	6.2	2.7	-
$875 AND UNDER $900	4.8	5.2	2.5	-	-	2.1	6.0	2.8	-
$900 AND UNDER $925	5.6	8.5	2.6	-	-	5.8	6.9	3.1	-
$925 AND UNDER $950	3.4	5.0	3.0	-	-	1.7	5.4	3.2	-
$950 AND UNDER $975	3.5	6.4	3.6	(1.5)	-	5.9	4.7	4.9	(3.0)
$975 AND UNDER $1,000	3.8	5.8	5.0	1.1	-	7.8	3.9	4.5	1.4
$1,000 AND UNDER $1,050	3.0	10.7	8.4	1.6	-	5.6	6.1	9.1	2.6
$1,050 AND UNDER $1,100	2.6	9.2	9.8	3.0	-	4.2	5.5	9.9	4.4
$1,100 AND UNDER $1,150	2.1	5.6	8.0	7.1	(2.1)	1.6	2.9	10.8	5.6
$1,150 AND UNDER $1,200	3.2	4.0	9.3	6.5	1.8	.9	4.8	7.6	6.0
$1,200 AND UNDER $1,250	1.8	3.9	9.4	8.1	2.6	1.3	2.4	6.4	7.9
$1,250 AND UNDER $1,300	3.0	2.7	8.3	9.4	3.3	(1.7)	1.8	5.3	7.0
$1,300 AND UNDER $1,350	(1.2)	2.1	6.0	11.7	5.6	-	1.7	5.3	8.2
$1,350 AND UNDER $1,400	-	1.0	7.6	10.6	8.4	-	1.2	4.8	8.1
$1,400 AND UNDER $1,450	-	1.4	3.7	9.7	7.8	-	1.3	3.9	5.9
$1,450 AND UNDER $1,500	-	1.0	2.7	7.6	11.3	-	(2.1)	2.7	8.1
$1,500 AND UNDER $1,550	-	(0.8)	1.4	6.5	7.3	-	-	2.6	6.0
$1,550 AND UNDER $1,600	-	-	1.2	5.3	8.6	-	-	1.4	5.0
$1,600 AND UNDER $1,650	-	-	.7	4.6	8.8	-	-	(2.7)	3.7
$1,650 AND UNDER $1,700	-	-	1.1	2.1	8.8	-	-	-	3.7
$1,700 AND UNDER $1,750	-	-	(0.8)	1.2	6.1	-	-	-	2.4
$1,750 AND UNDER $1,800	-	-	-	(2.6)	4.7	-	-	-	1.8
$1,800 AND UNDER $1,850	-	-	-	-	3.8	-	-	-	1.1
$1,850 AND UNDER $1,900	-	-	-	-	2.5	-	-	-	1.1
$1,900 AND UNDER $1,950	-	-	-	-	2.5	-	-	-	1.2
$1,950 AND UNDER $2,000	-	-	-	-	1.7	-	-	-	1.0
$2,000 AND OVER	-	-	-	-	2.4	-	-	-	4.8
TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF EMPLOYEES	4,474	14,084	24,915	29,217	18,088	5,299	17,570	27,038	27,591
AVERAGE MONTHLY SALARY	$872	$993	$1,172	$1,359	$1,559	$817	$937	$1,142	$1,408

See footnotes at end of table.

Table 5. Employment distribution by salary: Technical support occupations—Continued

(Percent distribution of employees in selected technical support occupations by monthly salary, United States except Alaska and Hawaii,[1] March 1978)

Monthly salary	Computer operators					
	I	II	III	IV	V	VI
$475 AND UNDER $500	0.3	0.5	-	-	-	-
$500 AND UNDER $525	1.5	1.1	-	-	-	-
$525 AND UNDER $550	3.0	.3	-	-	-	-
$550 AND UNDER $575	3.3	1.4	-	-	-	-
$575 AND UNDER $600	6.2	2.5	-	-	-	-
$600 AND UNDER $625	9.4	1.8	-	-	-	-
$625 AND UNDER $650	9.2	2.5	(2.8)	-	-	-
$650 AND UNDER $675	12.0	5.0	2.1	-	-	-
$675 AND UNDER $700	11.0	5.7	2.3	-	-	-
$700 AND UNDER $725	9.5	4.3	2.3	-	-	-
$725 AND UNDER $750	4.8	5.8	3.4	-	-	-
$750 AND UNDER $775	3.8	4.5	4.7	-	-	-
$775 AND UNDER $800	5.9	7.9	5.0	(3.1)	-	-
$800 AND UNDER $825	3.1	4.6	4.8	1.6	-	-
$825 AND UNDER $850	2.9	4.3	5.6	2.1	(0.3)	-
$850 AND UNDER $875	4.4	4.0	7.5	2.7	2.4	-
$875 AND UNDER $900	1.6	3.4	6.6	2.7	1.3	-
$900 AND UNDER $925	1.8	3.9	5.4	3.7	.5	-
$925 AND UNDER $950	1.4	2.5	5.3	3.4	.8	-
$950 AND UNDER $975	.6	2.7	5.1	3.6	2.0	-
$975 AND UNDER $1,000	.7	2.7	4.7	4.3	2.6	-
$1,000 AND UNDER $1,050	1.7	11.8	8.1	8.7	4.3	-
$1,050 AND UNDER $1,100	(1.9)	5.1	7.5	10.7	6.9	-
$1,100 AND UNDER $1,150	-	7.0	4.1	9.6	5.8	-
$1,150 AND UNDER $1,200	-	.6	3.1	8.3	6.8	-
$1,200 AND UNDER $1,250	-	.8	2.7	8.6	10.1	(4.1)
$1,250 AND UNDER $1,300	-	1.7	1.9	5.1	7.2	7.5
$1,300 AND UNDER $1,350	-	(1.3)	1.3	5.5	8.1	8.3
$1,350 AND UNDER $1,400	-	-	1.0	3.3	7.7	12.0
$1,400 AND UNDER $1,450	-	-	(2.4)	3.3	7.5	7.0
$1,450 AND UNDER $1,500	-	-	-	2.8	6.9	7.1
$1,500 AND UNDER $1,550	-	-	-	1.8	3.5	8.3
$1,550 AND UNDER $1,600	-	-	-	1.3	4.8	15.3
$1,600 AND UNDER $1,650	-	-	-	.7	3.3	7.6
$1,650 AND UNDER $1,700	-	-	-	1.1	.7	6.4
$1,700 AND UNDER $1,750	-	-	-	(2.2)	.8	5.8
$1,750 AND UNDER $1,800	-	-	-	-	1.4	1.6
$1,800 AND UNDER $1,850	-	-	-	-	1.0	5.3
$1,850 AND UNDER $1,900	-	-	-	-	.7	.9
$1,900 AND UNDER $1,950	-	-	-	-	1.3	1.3
$1,950 AND OVER	-	-	-	-	1.3	1.6
TOTAL	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF EMPLOYEES	5,328	7,111	24,725	15,413	3,666	1,113
AVERAGE MONTHLY SALARY	$712	$863	$939	$1,145	$1,308	$1,514

[1] For scope of study, see table A-1 in appendix A.

NOTE: To avoid showing small proportions of employees scattered at or near the extremes of the distributions for some occupations, the percentages of employees in these intervals have been accumulated and are shown in the interval above or below the extreme interval containing at least 1 percent. The percentages representing these employees are shown in parentheses. Because of rounding, sums of individual items may not equal 100.

Table 6. Employment distribution by salary: Clerical occupations

(Percent distribution of employees in selected clerical occupations, by monthly salary, United States except Alaska and Hawaii,[1] March 1978)

Monthly salary	Clerks, accounting		Clerks, file			Key entry operators		Messengers
	I	II	I	II	III	I	II	
$400 AND UNDER $425	-	-	0.5	-	-	-	-	0.3
$425 AND UNDER $450	(0.3)	-	3.5	0.6	-	(0.1)	-	1.6
$450 AND UNDER $475	1.1	-	14.2	4.1	-	1.2	-	6.5
$475 AND UNDER $500	2.6	-	14.5	5.5	1.0	2.4	-	9.6
$500 AND UNDER $525	5.5	-	13.8	7.8	.6	5.6	-	8.5
$525 AND UNDER $550	4.3	-	12.6	7.7	1.5	4.1	(1.5)	9.3
$550 AND UNDER $575	6.2	(1.7)	9.0	10.3	2.7	8.0	1.8	8.5
$575 AND UNDER $600	6.7	1.2	10.8	8.0	3.7	7.8	1.6	7.9
$600 AND UNDER $625	7.0	2.3	6.3	7.8	5.1	8.0	4.5	7.8
$625 AND UNDER $650	6.2	2.5	4.1	7.4	5.0	7.7	3.7	4.9
$650 AND UNDER $675	7.3	3.9	3.7	5.7	5.4	7.1	5.0	5.7
$675 AND UNDER $700	6.0	4.2	1.8	5.7	5.6	6.2	4.7	5.9
$700 AND UNDER $725	5.7	4.7	1.0	4.8	5.7	5.5	6.0	4.1
$725 AND UNDER $750	4.7	5.3	(4.2)	3.5	5.2	4.7	6.4	3.1
$750 AND UNDER $775	5.1	4.9	-	3.7	5.9	5.1	6.0	1.8
$775 AND UNDER $800	4.3	5.1	-	4.0	3.7	3.9	6.3	1.5
$800 AND UNDER $825	3.3	4.7	-	1.0	4.7	2.7	5.3	1.1
$825 AND UNDER $850	2.8	4.7	-	.8	3.7	2.4	6.2	1.5
$850 AND UNDER $875	2.7	4.8	-	.8	4.2	2.1	5.0	1.8
$875 AND UNDER $900	2.0	3.9	-	1.6	3.0	1.6	4.7	1.4
$900 AND UNDER $925	1.9	4.5	-	.7	2.5	2.0	4.4	.5
$925 AND UNDER $950	1.1	3.5	-	1.3	2.0	1.4	3.5	.8
$950 AND UNDER $975	2.1	3.3	-	.7	2.6	1.3	3.6	1.1
$975 AND UNDER $1,000	1.9	3.1	-	.9	2.2	1.0	2.4	.7
$1,000 AND UNDER $1,050	3.1	7.1	-	1.5	5.0	1.8	4.0	1.2
$1,050 AND UNDER $1,100	1.7	6.4	-	(4.1)	4.2	1.4	3.1	(2.9)
$1,100 AND UNDER $1,150	1.4	3.1	-	-	3.6	.9	2.1	-
$1,150 AND UNDER $1,200	1.0	3.0	-	-	1.2	1.6	2.0	-
$1,200 AND UNDER $1,250	(1.8)	2.2	-	-	5.8	1.2	2.2	-
$1,250 AND UNDER $1,300	-	2.7	-	-	1.8	(1.4)	1.1	-
$1,300 AND UNDER $1,350	-	2.3	-	-	1.5	-	1.1	-
$1,350 AND UNDER $1,400	-	1.7	-	-	(1.0)	-	(1.8)	-
$1,400 AND UNDER $1,450	-	1.0	-	-	-	-	-	-
$1,450 AND OVER	-	2.1	-	-	-	-	-	-
TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF EMPLOYEES	90,511	74,055	30,384	13,421	4,191	64,112	42,435	20,435
AVERAGE MONTHLY SALARY	$724	$916	$552	$660	$841	$712	$842	$633

See footnotes at end of table.

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Table 6. Employment distribution by salary: Clerical occupations—Continued

(Percent distribution of employees in selected clerical occupations, by monthly salary, United States except Alaska and Hawaii,[1] March 1978)

Monthly salary	Secretaries					Stenographers, general	Stenographers, senior	Typists	
	I	II	III	IV	V			I	II
UNDER $450	-	-	-	-	-	-	-	0.6	-
$450 AND UNDER $475	-	-	-	-	-	-	-	2.3	-
$475 AND UNDER $500	-	-	-	-	-	(0.9)	-	5.0	(0.8)
$500 AND UNDER $525	(1.1)	-	-	-	-	1.2	-	8.6	1.5
$525 AND UNDER $550	1.4	-	-	-	-	2.6	-	7.9	1.9
$550 AND UNDER $575	1.4	(1.5)	-	-	-	3.8	(0.9)	11.0	3.6
$575 AND UNDER $600	2.1	1.1	-	-	-	3.7	1.3	11.0	5.7
$600 AND UNDER $625	3.1	1.5	-	-	-	4.6	1.7	8.3	6.7
$625 AND UNDER $650	4.3	2.2	(2.0)	-	-	5.3	2.4	6.8	6.3
$650 AND UNDER $675	6.0	3.8	1.6	(1.8)	-	5.6	3.0	6.5	7.7
$675 AND UNDER $700	6.0	4.0	1.9	1.2	-	4.3	3.9	5.4	7.7
$700 AND UNDER $725	6.4	4.5	2.2	1.0	-	5.6	4.3	4.7	5.9
$725 AND UNDER $750	6.2	4.8	2.8	1.7	-	5.1	4.5	4.0	5.7
$750 AND UNDER $775	7.2	5.2	3.6	2.1	(2.3)	5.4	4.7	2.8	6.1
$775 AND UNDER $800	6.4	5.1	4.0	2.2	1.6	4.4	4.0	2.0	5.5
$800 AND UNDER $825	6.5	5.7	4.1	2.4	1.4	4.8	4.1	1.8	4.0
$825 AND UNDER $850	6.2	5.8	4.6	2.5	1.5	4.1	5.5	1.6	4.1
$850 AND UNDER $875	5.6	6.1	5.1	3.8	3.1	2.9	5.7	1.0	3.3
$875 AND UNDER $900	4.5	5.3	4.4	3.0	1.4	3.5	3.7	1.5	2.7
$900 AND UNDER $925	4.6	5.8	5.0	4.4	2.5	4.2	4.3	.8	2.4
$925 AND UNDER $950	3.3	4.6	5.2	3.7	3.1	2.9	4.7	1.4	2.0
$950 AND UNDER $975	2.2	4.1	4.9	4.3	2.2	4.2	4.6	.7	2.2
$975 AND UNDER $1,000	1.9	3.9	4.6	4.7	2.9	2.9	3.2	1.0	2.1
$1,000 AND UNDER $1,050	3.8	5.6	8.7	8.5	7.2	4.2	8.9	(3.2)	3.5
$1,050 AND UNDER $1,100	2.5	5.4	7.8	8.2	8.2	3.1	6.8	-	1.8
$1,100 AND UNDER $1,150	2.3	3.5	6.4	7.1	8.4	1.4	4.1	-	1.3
$1,150 AND UNDER $1,200	1.3	2.9	5.6	8.2	7.2	1.8	3.4	-	1.4
$1,200 AND UNDER $1,250	1.5	2.1	4.3	6.7	8.1	4.4	2.8	-	2.2
$1,250 AND UNDER $1,300	1.0	1.8	2.5	5.6	5.6	2.0	3.7	-	(1.8)
$1,300 AND UNDER $1,350	(1.1)	1.2	2.2	3.9	6.1	(1.1)	1.9	-	-
$1,350 AND UNDER $1,400	-	(2.3)	2.0	3.2	5.7	-	1.2	-	-
$1,400 AND UNDER $1,450	-	-	1.4	2.5	4.6	-	(0.6)	-	-
$1,450 AND UNDER $1,500	-	-	1.5	1.8	3.9	-	-	-	-
$1,500 AND UNDER $1,550	-	-	(1.6)	1.7	2.8	-	-	-	-
$1,550 AND UNDER $1,600	-	-	-	1.4	2.8	-	-	-	-
$1,600 AND UNDER $1,650	-	-	-	(2.4)	2.1	-	-	-	-
$1,650 AND UNDER $1,700	-	-	-	-	1.8	-	-	-	-
$1,700 AND OVER	-	-	-	-	3.5	-	-	-	-
TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
NUMBER OF EMPLOYEES	39,895	74,557	84,253	53,749	17,863	26,031	27,681	41,215	24,932
AVERAGE MONTHLY SALARY	$817	$893	$991	$1,085	$1,202	$819	$918	$648	$773

[1] For scope of study, see table A-1 in appendix A.

NOTE: To avoid showing small proportions of employees scattered at or near the extremes of the distributions for some occupations, the percentages of employees in these intervals have been accumulated and are shown in the interval above or below the extreme interval containing at least 1 percent. The percentages representing these employees are shown in parentheses. Because of rounding, sums of individual items may not equal 100.

Table 7. Occupational employment distribution: By industry division

(Percent distribution of employees in selected professional, administrative, technical, and clerical occupations[1] by industry division,[2] United States except Alaska and Hawaii, March 1978)

Occupation	Mining	Construction	Manufacturing	Public utilities[3]	Wholesale trade	Retail trade	Finance, insurance, and real estate	Selected services[4]
PROFESSIONAL AND ADMINISTRATIVE								
ACCOUNTANTS	(5)	(5)	62	13	5	(5)	9	(5)
AUDITORS	(5)	(5)	38	15	(5)	4	34	(5)
CHIEF ACCOUNTANTS	4	(5)	70	8	4	4	5	4
ATTORNEYS	(5)	(5)	26	16	(5)	(5)	48	(5)
BUYERS	(5)	(5)	82	6	(5)	(5)	(5)	4
JOB ANALYSTS	(5)	(5)	56	8	(5)	(5)	29	4
DIRECTORS OF PERSONNEL	(5)	(5)	73	4	(5)	4	11	(5)
CHEMISTS	(5)	(5)	91	(5)	(5)	(5)	(5)	6
ENGINEERS	(5)	4	74	8	(5)	(5)	(5)	13
TECHNICAL SUPPORT								
ENGINEERING TECHNICIANS	(5)	(5)	79	5	(5)	(5)	(5)	14
DRAFTERS	(5)	5	68	10	(5)	(5)	(5)	14
COMPUTER OPERATORS	(5)	(5)	39	10	7	5	26	10
CLERICAL								
CLERKS, ACCOUNTING	(5)	(5)	41	14	9	13	16	(5)
CLERKS, FILE	(5)	(5)	18	6	(5)	(5)	66	(5)
KEY ENTRY OPERATORS	(5)	(5)	38	10	11	8	21	11
MESSENGERS	(5)	(5)	31	10	4	6	42	6
SECRETARIES	(5)	(5)	50	10	6	4	23	5
STENOGRAPHERS	(5)	(5)	46	24	5	(5)	15	4
TYPISTS	(5)	(5)	39	9	(5)	4	38	5

[1] Each occupation includes the work levels shown in table 1.

[2] For scope of study, see table A-1 in appendix A.

[3] Transportation (except U.S. Postal Service), communications, electric, gas, and sanitary services.

[4] Limited to engineering, architectural, and surveying services; commercially operated research, development, and testing laboratories; credit reporting and collection agencies; computer and data processing services; management, consulting, and public relations services; and noncommercial educational, scientific, and research organizations.

[5] Less than 4 percent.

Table 8. Relative salary levels: Occupation by industry division

(Relative salary levels for selected professional, administrative, technical, and clerical occupations[1] by industry division,[2] United States except Alaska and Hawaii, March 1978)

(Average salary for each occupation in all industries = 100)

Occupation	Mining	Construction	Manufacturing	Public utilities[3]	Wholesale trade	Retail trade	Finance, insurance, and real estate	Selected services[4]
PROFESSIONAL AND ADMINISTRATIVE								
ACCOUNTANTS	108	98	100	104	94	100	93	93
AUDITORS	113	105	105	105	(5)	97	92	(5)
CHIEF ACCOUNTANTS	(5)	(5)	101	99	(5)	(5)	(5)	(5)
ATTORNEYS	106	(5)	106	97	97	105	98	97
BUYERS	112	102	100	109	98	100	(5)	93
JOB ANALYSTS	108	94	104	112	–	(5)	85	(5)
DIRECTORS OF PERSONNEL	117	(5)	101	109	(5)	96	94	(5)
CHEMISTS	107	–	100	(5)	(5)	(5)	–	95
ENGINEERS	108	101	100	103	(5)	(5)	(5)	98
TECHNICAL SUPPORT								
ENGINEERING TECHNICIANS	118	102	99	115	(5)	–	–	101
DRAFTERS	115	100	100	108	(5)	94	(5)	96
COMPUTER OPERATORS	102	95	104	113	101	97	94	88
CLERICAL								
CLERKS, ACCOUNTING	111	99	101	120	96	93	88	90
CLERKS, FILE	108	115	110	131	106	104	93	104
KEY ENTRY OPERATORS	108	102	105	121	99	96	91	86
MESSENGERS	108	92	107	125	100	98	90	92
SECRETARIES	114	98	103	111	100	88	90	100
STENOGRAPHERS	97	91	103	108	104	93	82	91
TYPISTS	108	103	105	121	100	100	88	100

[1] Each occupation includes the work levels shown in table 1. In computing relative salary levels for each occupation by industry division, the total employment in each work level in all industries surveyed was used as a constant employment weight to eliminate the effect of differences in the proportion of employment in various work levels within each occupation.

[2] For scope of study, see table A-1 in appendix A.

[3] Transportation (except U.S. Postal Service), communications, electric, gas, and sanitary services.

[4] Limited to engineering, architectural, and surveying services; commercially operated research, development, and testing laboratories; advertising; credit reporting and collection agencies; computer and data processing services; management, consulting, and public relations services; and noncommercial educational, scientific, and research organizations.

[5] Insufficient employment in 1 work level or more to warrant separate presentation of data.

Table 9. Average weekly hours: Occupation by industry division

(Average standard weekly hours[1] for employees in selected professional, administrative, technical, and clerical occupations[2] by industry division,[3] United States except Alaska and Hawaii, March 1978)

Occupation	Mining	Construction	Manufacturing	Public utilities[4]	Wholesale trade	Retail trade	Finance, insurance, and real estate	Selected services[5]
PROFESSIONAL AND ADMINISTRATIVE								
ACCOUNTANTS	39.5	39.5	39.5	39.5	39.5	39.5	38.0	39.5
AUDITORS	39.0	40.0	39.0	39.0	(6)	39.5	37.5	(6)
CHIEF ACCOUNTANTS	(6)	(6)	40.0	39.5	(6)	(6)	(6)	(6)
ATTORNEYS	39.5	40.0	38.5	39.5	39.5	38.5	38.5	39.0
BUYERS	39.5	40.0	40.0	39.5	40.0	39.5	(6)	39.5
JOB ANALYSTS	40.0	40.0	39.0	39.5	–	38.0	38.0	38.0
DIRECTORS OF PERSONNEL	(6)	(6)	40.0	40.0	(6)	40.0	38.0	(6)
CHEMISTS	40.0	–	39.5	(6)	(6)	(6)	–	39.0
ENGINEERS	40.0	40.0	40.0	39.5	(6)	(6)	(6)	39.5
TECHNICAL SUPPORT								
ENGINEERING TECHNICIANS	40.0	39.5	40.0	40.0	(6)	–	–	39.5
DRAFTERS	40.0	40.0	40.0	39.0	(6)	39.0	(6)	40.0
COMPUTER OPERATORS	39.5	39.5	39.5	39.0	39.5	39.5	38.0	39.5
CLERICAL								
CLERKS, ACCOUNTING	39.5	39.5	39.5	39.5	39.5	39.5	38.0	38.5
CLERKS, FILE	40.0	39.5	39.5	39.5	39.5	39.5	38.0	39.0
KEY ENTRY OPERATORS	40.0	39.5	39.5	39.5	39.5	39.5	38.0	39.5
MESSENGERS	40.0	39.5	39.0	39.0	38.5	39.5	38.0	38.5
SECRETARIES	39.5	39.5	39.5	39.0	39.5	39.0	38.0	39.5
STENOGRAPHERS	39.5	39.0	40.0	39.0	39.5	40.0	38.0	39.0
TYPISTS	39.5	40.0	39.5	39.5	39.0	39.5	38.0	39.0

[1] Based on the standard workweek for which employees receive their regular straight-time salary. If standard hours were not available, the standard hours applicable for a majority of the office work force in the establishment were used. The average for each job category was rounded to the nearest half hour.

[2] Each occupation includes the work levels shown in table 1.

[3] For scope of study, see table A-1 in appendix A.

[4] Transportation (except U.S. Postal Service), communications, electric, gas, and sanitary services.

[5] Limited to engineering, architectural, and surveying services; commercially operated research, development, and testing laboratories; advertising; credit reporting and collection agencies; computer and data processing services; management, consulting, and public relations services; and noncommercial educational, scientific, and research organizations.

[6] Insufficient employment in 1 work level or more to warrant separate presentation of data.

Appendix A. Scope and Method of Survey

Scope of survey

The survey relates to establishments in the United States, except Alaska and Hawaii, in the following industries: Mining; construction; manufacturing; transportation, communications, electric, gas, and sanitary services (except the U.S. Postal Service); wholesale trade; retail trade; finance, insurance, and real estate; and selected services. Excluded are establishments employing fewer than the minimum number of workers, as indicated for each industry division in table A-1, at the time of reference of the universe data (March 1976). The variable minimum employment size, which was first adopted in the 1966 survey, approximates the minimum establishment size in which the survey occupations are typically found. Smaller establishments often do not assign workers the narrowly defined job duties specified in the survey definitions. Establishments within the scope of the survey at the time of preparation of the universe list are included even if they employed fewer than the specified minimum number of workers when visited for the survey. However, establishments found to be outside of the industrial scope of the survey during the visit are excluded.

The estimated number of establishments and the total employment within the scope of this survey, and within the sample actually studied, are shown for each major industry division in table A-1. These estimates also are shown separately for establishments employment 2,500 workers or more and for those located in Standard Metropolitan Statistical Areas (SMSA's).[1]

Time of survey and method of collection

Data collection was planned so that the data would reflect an average reference period of March 1978. [2]

Data were obtained by Bureau field economists who visited a nationwide sample of representative establishments within the scope of the survey between January and May. Employees were classified according to occupation and level, with the assistance of company officials, on the basis of the BLS job definitions which appear in appendix C. In comparing actual duties and responsibilities of employees with those enumerated in the survey definitions, extensive use was made of company occupational descriptions, organization charts, and other personnel records.

Sampling and estimating procedures

The sampling frame from which the sample was drawn for the 1978 survey was obtained by updating and supplementing the sampling frame for the 1977 survey using information obtained from the Unemployment Insurance reporting systems of the 48 States within the scope of the survey. All establishments in the sampling frame were stratified by industry group and by total employment (size class).

The sample for the 1978 survey included approximately 3,930 establishments.[3] The sample selected for the 1977 survey was retained for approximately one-half of the sampled strata (a sample of new establishments within the survey scope was also selected from these strata). An independent sample was selected from each of the remaining strata. In each of the independently sampled strata, the sample size was approximately proportional to total employment for the stratum. All samples were systematic random samples.

In combining the data, each establishment was weighted according to the inverse of its probability of selection, so that unbiased estimates of universe totals were generated. If data were not provided by a sample member, weights of responding sample establishments within the same stratum were adjusted to account for the missing establishment. No adjustment was made for establishments which were determined to be out of business or out of the scope of the survey at the time of data collection. In the March 1978 survey, data were not available from about 12 percent of the sample members (representing 2,228,000 employees in the total universe); an additional 3 percent (representing 444,000 employees) of the sampled establishments were either out of business or out of the scope of the survey.

Nature of data collected and reported

Reported salaries are standard salaries paid for standard work schedules, i.e., the straight-time salary corresponding to the employee's normal work schedule excluding over-

[1] The metropolitan area data relate to all 276 SMSA's (within the 48 States surveyed) as revised through June 1977 by the U.S. Office of Management and Budget. Earlier surveys represented SMSA's ranging in number from 188 for surveys before 1963 to 263 in the 1975 and 1976 surveys.

[2] The March payroll period has been used since the 1972 survey. The 1967 and 1971 surveys had a June reference period for all occupations. Before the 1967 study, the average reference period was February for clerical and drafting jobs and March for all other occupations. Until 1963, reports listed "Winter" as the reference period. From 1963 through 1966, the more specific designation "February-March" was used.

[3] A few of the largest employers, together employing approximately 1,160,000 workers, gave data on a companywide basis. These companies were eliminated from the universe to which the procedure described applies. The sample count includes the establishments of these companies within the scope of the survey.

Table A-1. Number of establishments and workers within scope of survey and number studied, by industry division, United States, March 1978

Industry division[1]	Minimum employment in establishments within scope of survey	Within scope of survey			Studied		
		Number of establishments	Workers in establishments		Number of establishments	Workers in establishments	
			Total	Professional, administrative, supervisory, and clerical[2]		Total	Professional, administrative, supervisory, and clerical[2]
United States—all industries[3]	---	36,554	21,301,802	8,867,777	3,605	6,995,437	3,116,155
Manufacturing	[4]100-250	18,637	12,153,018	3,746,710	1,880	4,080,552	1,448,835
Nonmanufacturing:							
Mining	250	442	324,126	109,415	77	88,354	35,473
Construction	250	516	275,428	105,443	53	51,294	26,352
Transportation, communication, electric, gas, and sanitary services	[5]100-250	3,534	2,562,859	1,244,169	436	1,203,988	641,853
Wholesale trade	100	3,589	765,475	422,739	228	56,447	35,221
Retail trade	250	3,296	2,736,508	887,859	394	809,793	270,931
Finance, insurance, and real estate	100	5,377	2,031,302	1,971,103	392	535,107	520,779
Selected services[6]	100	1,163	453,086	380,339	145	169,902	136,711
Metropolitan areas—all industries[7]	---	29,284	17,709,780	8,074,257	2,970	6,423,677	2,972,254
Manufacturing	[4]100-250	13,376	9,245,862	3,214,976	1,408	3,626,224	1,345,965
Nonmanufacturing:							
Mining	250	244	172,561	74,194	39	47,713	23,132
Construction	250	473	248,929	101,772	42	38,034	24,628
Transportation, communication, electric, gas, and sanitary services	[5]100-250	2,641	2,268,280	1,145,651	373	1,158,849	626,875
Wholesale trade	100	3,239	714,601	404,916	211	54,867	34,617
Retail trade	250	3,112	2,668,531	872,038	381	804,385	269,317
Finance, insurance, and real estate	100	5,072	1,949,361	1,889,162	376	528,822	514,494
Selected services[6]	100	1,127	441,755	371,548	140	164,783	133,226
Establishments employing 2,500 workers or more—all industries	---	987	6,430,147	2,884,848	761	5,085,314	2,301,546
Manufacturing	[4]100-250	513	3,716,934	1,394,566	449	3,057,984	1,136,394

[1] As defined in the 1972 edition of the *Standard Industrial Classification Manual*, U.S. Office of Management and Budget.

[2] Includes executive, administrative, professional, supervisory, and clerical employees, but excludes technicians, drafters, and sales personnel.

[3] Establishments with total employment at or above the minimum limitation indicated in the first column; excludes Alaska and Hawaii.

[4] Minimum employment size was 100 for chemical and allied products; petroleum refining and related industries; machinery, except electrical; electrical machinery, equipment, and supplies; transportation equipment; and instruments and related products. Minimum size was 250 in all other manufacturing industries.

[5] Minimum employment size was 100 for railroad transportation; local and suburban transit; deep sea foreign and domestic transportation; air transportation; communications, electric, gas, and sanitary services; and pipelines; and 250 for all other transportation industries. U.S. Postal Service is excluded from the survey.

[6] Limited to engineering, architectural, and surveying services; commercially operated research, development, and testing laboratories; advertising; credit reporting and collection agencies; computer and data processing services; management, consulting, and public relations services; and noncommercial educational, scientific, and research organizations.

[7] Standard metropolitan statistical areas in the United States, except Alaska and Hawaii, as revised through June 1977 by the U.S. Office of Management and Budget.

time hours. Nonproduction bonuses are excluded, but cost-of-living payments and incentive earnings are included. Average salaries are for full-time employees for whom salary data are available.

Data on year-to-year changes in average salaries are subject to limitations which reflect the nature of the data collected. Changes in average salaries reflect not only general salary increases and merit or other increases given to individuals while in the same work level category, but they also may reflect other factors such as employee turnover, expansions or reductions in the work force, and changes in staffing patterns within establishments with different salary levels. For example, an expansion in force may increase the proportion of employees at the minimum of the salary range established for a work level, which would tend to lower the average, whereas a reduction or a low turnover in the work force may have the opposite effect. Similarly, promotions of employees to higher work levels of professional and administrative occupations may affect the average of each level. The established salary ranges for such occupations are relatively wide, and promoted employees, who may have been paid the maximum of the salary scale for the lower level, are likely to be replaced by less experienced employees who may be paid the minimum. Occupations most likely to reflect such changes in the salary averages are the higher levels of professional and administrative occupations and single-incumbent positions such as chief accountant and director of personnel.[4]

Some companies had an established policy of not disclosing salary data for some of their employees. Often this policy related to higher level positions because these employees were considered part of the management group or were classified in categories which included only one employee. In nearly all instances, however, information was provided on the number of such employees and the appropriate occupational classification. It was thus possible to estimate the proportion of employees in each category for whom salary data were not available. In all but 9 of the 78 occupational levels surveyed, the proportion of employees for whom salary data were not available was less than 5 percent.[5]

Comparisons between establishments that provided salary data for each specific occupational level and those that did not, indicate that the two classes of establishments did not differ materially in industries represented, employment, or salary levels for other jobs in this series for which data were available.

Occupational employment counts generated by the survey are estimates of the total for all establishments within the scope of the survey and not just for the establishments actually studied. An occupational employment estimate was derived by multiplying the full-time employment in the occupation in each sample establishment by the establishment weight and then summing these results.

Employees whose salary data were not available were not taken into account in the estimates. Also not taken into account were the few instances in which salary data were available but there was no satisfactory basis for classifying the employees by work level. In addition, survey occupations were limited to employees meeting the specific criteria in each survey definition and were not intended to include all employees in each field of work.[6] For these reasons, and because of differences in occupational structure among establishments, estimates of occupational employment obtained from the sample of establishments studied indicate only the relative importance of the occupations and levels as defined for the survey. These qualifications of the employment estimates do not materially affect the accuracy of the earnings data.

Wherever possible, data were collected for men and women separately. For clerical occupations in which both men and women are commonly employed, separate data by sex are available from the Bureau's area wage survey reports compiled by metropolitan area. Occupations and work levels in which women accounted for 5 percent or more of the employment were distributed according to the proportion of women employees as follows:

Women (percent)	*Occupation and level*
95 or more	File clerks I and secretaries I and V
90-94	Accounting clerks I, file clerks I and II, key entry operators I and II, secretaries II, III, and IV, general stenographers, and typists I and II
85-89	Senior stenographers
80-84	Accounting clerks II
60-64	Job analysts II
45-49	Messengers
40-44	Buyers I
35-39	Job analysts III, chemists I, and computer operators II
30-34	Accountants I and drafter-tracers
25-29	Computer operators I
20-24	Accountants II, auditors I, job analysts IV, chemists II, engineering technicians I, and computer operators III
15-19	Auditors II, attorneys I and II, buyers II, and directors of personnel I
10-14	Accountants III, chemists III, engineering technicians II, drafters I, and computer operators IV
5-9	Accountants IV, auditors III, attorneys III, IV, and V, buyers III, directors of personnel II and III, engineers I, engineering technicians III, drafters II, and computer operators V

Conversion of salary rates

Salary data were collected from company records in their most readily available form, i.e., weekly, biweekly,

[4] These types of occupations also may be subject to greater sampling error, as explained in the paragraph headed "Estimates of sampling error."

[5] Those with 5 percent and over were: Chief accountants I, II, and III–10, 6, and 9 percent, respectively; attorneys V and VI–6 and 14 percent, respectively; directors of personnel II, III, and IV–9, 12, and 18 percent, respectively; and chemists VIII–9 percent.

semimonthly, monthly, or annually. For the initial tabulations, the salary data were first converted to a monthly basis. The factors used to convert these data are as follows:

Payroll basis	*Conversion factor*
Weekly	4.3450
Biweekly	2.1725
Semimonthly	2.0000
Monthly	1.0000
Annual	.0833

All salaries were rounded to the nearest dollar. To obtain annual salaries in tables 1 and 2, average monthly salaries (to the nearest penny) were multiplied by 12 and rounded to the nearest dollar.

Method of determining mean, median, and quartile values

The mean salary (average wage rate) for a specific occupational level was obtained by dividing total wages for that level by the total employment for the occupational level. Median and quartile values were derived from distributions of employees by salary using $1 class intervals. Annual values were obtained by multiplying monthly values by 12.

Estimates of sampling error

The survey procedure yields estimates with widely varying sampling errors, depending on the frequency with which the job occurs and the dispersion of salaries. For the 78 surveyed occupational work levels, estimated relative standard errors of the average salaries were distributed as follows: 53 were under 1 percent; 21 were 1 and under 2 percent; 3 were 2 and under 3 percent; and 1 was over 3 percent.[7] Standard errors measure the validity of the band within which the true average is likely to fall. For this survey, there is a 70-percent chance that the true value of a salary rate lies within a band of values defined by the reported average plus and minus two standard errors.

Methods of computation of annual percent increases

The percent increases for each occupation in text table 1 were obtained by adding the aggregate salaries for each level in each of 2 successive years and dividing the later sum by the earlier sum. The resultant relative, less 100, is the percent increase. To eliminate the effects of year-to-year employment shifts, employment in the most recent year was multiplied by the average salaries in both years. Changes in the scope of the survey and in occupational definitions were incorporated into the series as soon as two comparable periods were available. Increases for each of the two broad occupational groups (the professional, administrative, and technical support group; and the clerical group) were obtained by averaging the increases of the occupations within the group. Increases for all survey occupations combined were determined by averaging the increases for the two broad occupational groups. Annual increases were then linked to obtain changes that have occurred since this series was begun and to compute average annual rates of increase for each occupation and group and for all occupations combined.

Year-to-year percent increases for each group specified in text table 2 and chart 1 were determined by adding average salaries for all occupations in the group for 2 consecutive years, dividing the later sum by the earlier sum, shifting the decimal two places to the right, and subtracting 100. Changes in the scope of the survey or in occupational definitions were incorporated into the series as soon as comparable data for 2 consecutive periods were available. The 17-year trends in text table 2 were obtained by linking changes for the individual periods.

[6]Engineers, for example, are defined to classify employees engaged in engineering work within a band of eight levels, starting with inexperienced engineering graduates and excluding only those within [illegible] fields of specialization or in positions above those covered [illegible] Level VIII. In contrast, occupations such as chief accountants and directors of personnel are defined to include only those with responsibility for a specified program and with duties and responsibilities as indicated for each of the more limited number of work levels selected for study.

[7]Job analysts II at 3.75 percent.

Appendix B. Survey Changes in 1978

Changes in occupational definitions

Minor revisions were made to the definitions of buyers and keypunch operators, and the title of the latter was changed to "key entry operators." The revisions were made to facilitate classification and better relate the definitions to duties and responsibilities as they exist in private industry. Evaluation of survey data and collection experience revealed that the revised definitions had little effect on matches made in the previous survey and did not affect comparisons of data for trend purposes.

Appendix C. Occupational Definitions

The primary purpose of preparing job definitions for the Bureau's wage surveys is to assist its field staff in classifying into appropriate occupations, or levels within occupations, workers who are employed under a variety of payroll titles and different work arrangements from establishment to establishment and from area to area. This permits the grouping of occupational wage rates representing comparable job content. To secure comparability of job content, some occupations and work levels are defined to include only those workers meeting specific criteria as to training, job functions, and responsibilities. Because of this emphasis on interestablishment and interarea comparability of occupational content, the Bureau's occupational definitions may differ significantly from those in use in individual establishments or those prepared for other purposes. Also see note referring to the definitions for the drafting and clerical occupations at the end of this appendix.

Accountants and Auditors

ACCOUNTANT

Performs professional accounting work requiring knowledge of the theory and practice of recording, classifying, examining, *and* analyzing the data and records of financial transactions. The work generally requires a bachelor's degree in accounting or, in rare instances, equivalent experience and education combined. Positions covered by this definition are characterized by the inclusion of work that is analytical, creative, evaluative, and advisory in nature. The work *draws upon* and *requires* a thorough knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy, and often entails some understanding of such related fields as business law, statistics, and general management. (See also chief accountant.)

Professional responsibilities in accountant positions above the entry and developmental levels include several such duties as:

Analyzing the effects of transactions upon account relationships;

Evaluating alternative means of treating transactions;

Planning the manner in which account structures should be developed or modified;

Assuring the adequacy of the accounting system as the basis for reporting to management;

Considering the need for new or changed controls;

Projecting accounting data to show the effects of proposed plans on capital investments, income, cash position, and overall financial condition;

Interpreting the meaning of accounting records, reports, and statements;

Advising operating officials on accounting matters; and

Recommending improvements, adaptations, or revisions in the accounting system and procedures.

(Entry and developmental level positions provide opportunity to develop ability to perform professional duties such as those enumerated above.)

In addition to such professional work, most accountants are also responsible for assuring the proper recording and documentation of transactions in the accounts. They, therefore, frequently direct nonprofessional personnel in the actual day-to-day maintenance of books of accounts, the accumulation of cost or other comparable data, the preparation of standard reports and statements, and similar work. (Positions involving such supervisory work but not including professional duties as described above are not included in this description.)

Excluded are accountants whose *principal or sole* duties consist of designing or improving accounting systems or other nonoperating staff work, e.g., financial analysis, financial forecasting, tax advising, etc. (The criteria that follow for distinguishing among the several levels of work are inappropriate for such jobs.) Note, however, that professional accountant positions with responsibility for recording or reporting accounting data relative to taxes are included, as are operating or cost accountants whose work includes, but is not limited to, improvement of the accounting system.

Some accountants use electronic data processing equipment to process, record, and report accounting data. In

some such cases the machine unit is a subordinate segment of the accounting system; in others it is a separate entity or is attached to some other organization. In either instance, provided that the primary responsibility of the position is professional accounting work of the type otherwise included, the use of data processing equipment of any type does not of itself exclude a position from the accountant description nor does it change its level.

Accountant I

General characteristics. At this beginning professional level, the accountant learns to apply the principles, theories, and concepts of accounting to a specific system. The position is distinguishable from nonprofessional positions by the variety of assignments; rate and scope of development expected of the incumbent; and the existence, implicit or explicit, of a planned training program designed to give the entering accountant practical experience. (Terminal positions are excluded.)

Direction received. Works under close supervision of an experienced accountant whose guidance is directed primarily to the development of the trainee's professional ability and to the evaluation of advancement potential. Limits of assignments are clearly defined, methods of procedure are specified, and kinds of items to be noted and referred to supervisor are identified.

Typical duties and responsibilities. Performs a variety of accounting tasks such as: Examining a variety of financial statements for completeness, internal accuracy, and conformance with uniform accounting classifications or other specific accounting requirements; reconciling reports and financial data with financial statements already on file, and pointing out apparent inconsistencies or errors; carrying out assigned steps in an accounting analysis, such as computing standard ratios; assembling and summarizing accounting literature on a given subject; preparing relatively simple financial statements not involving problems of analysis or presentation; and preparing charts, tables, and other exhibits to be used in reports. In addition to such work, may also perform some nonprofessional tasks for training purposes.

Responsibility for direction of others. Usually none.

Accountant II

General characteristics. At this continuing developmental level the professional accountant makes practical applications of technical accounting practices and concepts beyond the mere application of detailed rules and instructions. Assignments are designed to expand practical experience and to develop professional judgment in the application of basic accounting techniques to simple professional problems. Is expected to be competent in the application of standard procedures and requirements to routine transactions, to raise questions about unusual or questionable items, and to suggest solutions. (Terminal positions are excluded.)

Direction received. Work is reviewed closely to verify its general accuracy and coverage of unusual problems, to insure conformance with required procedures and special instructions, and to assure professional growth. Progress is evaluated in terms of ability to apply professional knowledge to basic accounting problems in the day-to-day operations of an established accounting system.

Typical duties and responsibilities. Performs a variety of accounting tasks, e.g., prepares routine working papers, schedules, exhibits, and summaries indicating the extent of the examination and presenting and supporting findings and recommendations. Examines a variety of accounting documents to verify accuracy of computations and to ascertain that all transactions are properly supported, are in accordance with pertinent policies and procedures, and are classified and recorded according to acceptable accounting standards.

Responsibility for the direction of others. Usually none, although sometimes responsible for supervision of a few clerks.

Accountant III

General characteristics. Performs professional operating or cost accounting work requiring the standardized application of well-established accounting principles, theories, concepts, and practices. Receives detailed instructions concerning the overall accounting system and its objectives, the policies and procedures under which it is operated, and the nature of changes in the system or its operation. Characteristically, the accounting system or assigned segment is stable and well established (i.e., the basic chart of accounts, classifications, the nature of the cost accounting system, the report requirements, and the procedures are changed infrequently).

Depending upon the workload involved, the accountant may have such assignments as supervision of the *day-to-day operation* of: (a) The entire system of a subordinate establishment, or (b) a major segment (e.g., general accounting; cost accounting; or financial statements and reports) of a somewhat larger system, or (c) in a very large and complex system, may be assigned to a relatively narrow and specialized segment dealing with some problem, function, or portion of work which is itself of the level of difficulty characteristic of this level.

Direction received. A higher level professional accountant normally is available to furnish advice and assistance as

needed. Work is reviewed for technical accuracy, adequacy of professional judgment, and compliance with instructions through spot checks, appraisal of results, subsequent processing, analysis of reports and statements, and other appropriate means.

Typical duties and responsibilities. The primary responsibility of most positions at this level is to assure that the assigned day-to-day operations are carried out in accordance with established accounting principles, policies, and objectives. The accountant performs such professional work as: Developing nonstandard reports and statements (e.g., those containing cash forecasts reflecting the interrelations of accounting, cost budgeting, or comparable information); interpreting and pointing out trends or deviations from standards; projecting data into the future; predicting the effects of changes in operating programs; or identifying management informational needs, and refining account structures or reports accordingly.

Within the limits of delegated responsibility, makes day-to-day decisions concerning the accounting treatment of financial transactions. Is expected to recommend solutions to complex problems and propose changes in the accounting system for approval at higher levels. Such recommendations are derived from personal knowledge of the application of well-established principles and practices.

Responsibility for the direction of others. In most instances is responsible for supervision of a subordinate nonprofessional staff.

Accountant IV

General characteristics. Performs professional operating or cost accounting work which requires the application of well-established accounting principles, theories, concepts, and practices to a wide variety of difficult problems. Receives instructions concerning the objectives and operation of the overall accounting system. At this level, compared with level III, the accounting system or assigned segment is more complex, i.e., (a) is relatively unstable, (b) must adjust to new or changing company operations, (c) serves organizations of unusually large size, *or* (d) is complicated by the need to provide and coordinate separate or specialized accounting treatment and reporting (e.g., cost accounting using standard cost, process cost, and job order techniques) for different operations or divisions of the company.

Depending upon the workload and degree of coordination involved, the accountant IV may have such assignments as the supervision of the *day-to-day operation* of: (a) The entire accounting system of a subordinate establishment, or (b) a major segment (e.g., general accounting; cost accounting; or financial statements and reports) of an accounting system serving a larger and more complex establishment, or (c) the entire accounting system of a large (e.g., employing several thousand persons) subordiante establishment which in other respects has an accounting system of the complexity that characterizes level III.

Direction received. A higher level accountant normally is available to furnish advice and assistance as needed. Work is reviewed by spot checks and appraisal of results for adequacy of professional judgment, compliance with instructions, and overall accuracy and quality.

Typical duties and responsibilities. As at level III, a primary characteristic of most positions at this level is the responsibility of operating an accounting system or major segment of a system in the intended manner.

The accountant IV exercises professional judgment in making frequent appropriate recommendations for: New accounts; revisions in the account structure; new types of ledgers; revisions in reporting system or subsidiary records; changes in instructions regarding the use of accounts; new or refined account classifications or definitions; etc. Also makes day-to-day decisions concerning the accounting treatment of financial transactions and is expected to recommend solutions to complex problems beyond incumbent's scope of responsibility.

Responsibility for direction of others. Accounting staff supervised, if any, may include professional accountants.

Accountant V

General characteristics. Performs professional operating or cost accounting work which is of greater than average professional difficulty and responsibility because of the presence of unusual and novel problems or the unusual magnitude or impact of the accounting program. Typically this level of difficulty arises from (a) the large size of the accounting and operating organization, (b) the atypical nature of the accounting problems encountered, or (c) the unusually great involvement in accounting systems design and development.

Examples of assignments characteristic of this level are the supervision of the *day-to-day operation* of: (a) The entire accounting system of a subordinate establishment having an unusually novel and complex accounting system, or (b) the entire accounting system of a large (e.g., employing several thousand persons) subordinate establishment which in other respects has an accounting system of the complexity that characterizes level IV, or (c) the entire accounting system of a company or corporation that has a relatively stable and conventional accounting system and employs several thousand persons and has a few subordinate establishments which include accounting units, or (d) a major segment of an accounting system that substantially exceeds the characteristics described in any one of the preceding examples.

Direction received. An accountant of higher level normally is available to furnish advice and assistance as needed. Work is reviewed for adequacy of professional judgment, compliance with instructions, and overall quality.

Typical duties and responsibilities. The work is characterized by its unusual difficulty or responsibility. Accountants V typically are directly concerned on a relatively continuous basis with what the nature of the accounting system should be, with the devising or revising of the operating accounting policies and procedures that are necessary, and with the managerial as well as the accounting meaning of the reports and statements for which they are responsible. Accountants V are necessarily deeply involved in fundamental and complex accounting matters and in the managerial problems that are affected.

Responsibility for the direction of others. Accounting staff supervised generally includes professional accountants.

AUDITOR

Performs professional auditing work requiring a bachelor's degree in accounting or, in rare instances, equivalent experience and education combined. Audits the financial records and practices of a company, or of divisions or components of the company, to appraise systematically and verify the accounting accuracy of records and reports and to assure the consistent application of accepted accounting principles. Evaluates the adequacy of the accounting system and internal financial controls. Makes appropriate recommendations for improvement as necessary. To the extent determined necessary, examines the transactions entering into the balance sheet and the transactions entering into income, expense, and cost accounts. Determines:

The existence of recorded assets (including the observation of the taking of physical inventories) and the all-inclusiveness of recorded liabilities;

The accuracy of financial statements or reports and the fairness of presentation of facts therein;

The propriety or legality of transactions;

The degree of compliance with established policies and procedures concerning financial transactions.

Excluded are positions which do not require full professional accounting training because the work is confined on a relatively permanent basis to repetitive examinations of a limited area of company operations and accounting processes, e.g., only accounts payable and receivable; demurrage records and related functions, or station operations only of a railroad company; branch offices which do not engage in the full range of banking and accounting activities of the main bank; warehouse operations only of a mail order company; checking transactions to determine whether or not they conform to prescribed routines or procedures. (Examinations of such a repetitive or limited nature normally do not require or permit professional audit work to be performed.)

Auditor I

General characteristics. As a trainee auditor at the entering professional level, performs a variety of routine assignments. Typically, the trainee is rotated through a variety of tasks under a planned training program designed to provide practical experience in applying the principles, theories, and concepts of accounting and auditing to specific situations. (Terminal positions are excluded.)

Direction received. Works under close supervision of an experienced auditor whose guidance is directed primarily to the development of the trainee's professional ability and to the evaluation of advancement potential. Limits of assignments are clearly defined, methods of procedure are specified, and kinds of items to be noted and referred to supervisor are identified.

Typical duties and responsibilities. Assists in making audits by performing such tasks as: Verification of the accuracy of the balances in various records; examination of a variety of types of documents and vouchers for accuracy of computations; checking transactions to assure they are properly documented and have been recorded in accordance with correct accounting classifications; verifying the count of inventories; preparing detailed statements, schedules, and standard audit working papers; counting cash and other assets; preparing simple reconciliations; and similar functions.

Auditor II

General characteristics. At this continuing developmental level the professional auditor serves as a junior member of an audit team, independently performing selected portions of the audit which are limited in scope and complexity. Auditors at this level typically have acquired knowledge of company operations, policies, and procedures. (Terminal positions are excluded.)

Direction received. Detailed instructions are furnished and the work is reviewed to the extent necessary to verify its general accuracy and coverage of unusual problems, to insure conformance with required procedures and special instructions, and to assure the auditor's professional growth. Any technical problems not covered by instructions are brought to the attention of a superior. Progress is evaluated in terms of ability to apply professional knowledge to basic auditing situations.

Typical duties and responsibilities. Applies knowledge of *accounting theory* and audit practices to a variety of relatively simple professional problems in audit assignments,

including such tasks as: The verification of reports against source accounts and records to determine their reliability; reconciliation of bank and other accounts and verifying the detail of recorded transactions; detailed examinations of cash receipts and disbursement vouchers, payroll records, requisitions, work orders, receiving reports, and other accounting documents to ascertain that transactions are properly supported and are recorded correctly from an accounting or regulatory standpoint; or preparing working papers, schedules, and summaries.

Auditor III

General characteristics. Work at this level consists of the audit of operations and accounting processes that are relatively stable, well-established, and typical of the industry. The audits primarily involve the collection and analysis of readily available findings; there is previous audit experience that is directly applicable; the audit reports are normally prepared in a prescribed format using a standard method of presentation; and few if any major problems are anticipated. The work performed requires the *application* of substantial knowledge of accounting principles and practices, e.g., bases for distinguishing among capital maintenance and operating expenses; accruing reserves for taxes; and other accounting considerations of an equivalent nature.

Typical duties and responsibilities. The auditor examines transactions and verifies accounts; observes and evaluates accounting procedures and internal controls; prepares audit working papers and submits an audit report in the required pattern containing recommendations for needed changes or improvements. Usually is responsible for selecting the detailed audit methods to follow, choosing the audit sample and its size, determining the extent to which discrepancies need to be investigated, and deciding the depth of the analyses required to support reported findings and conclusions.

Examples of assignments involving work at this level:

> As a team leader or working alone, independently conducts audits of the complete accounts and related operations of smaller or less complex companies (e.g., involving a centralized accounting system with few or no subordinate, subsidiary, or branch accounting records) or of comparable segments of larger companies.
>
> As a member of an audit team, independently accomplishes varied audit assignments of the above described characteristics, typically major segments of complete audits, or assignments otherwise limited in scope of larger and more complex companies (e.g., complex in that the accounting system entails cost, inventory, and comparable specialized *systems* integrated with the general accounting system).

Illustrative of such assignments are the audit and initial review of the accounting treatment and validity of reporting of overhead expenses in a large manufacturing or maintenance organization (e.g., major repair yard of a railroad); or, the checking, verification, and balancing of all accounts receivable and accounts payable; or, the analysis and verification of assets and reserves; or, the inspection and evaluation of accounting controls and procedures.

Auditor IV

General characterisitcs. Auditors at this level are experienced professionals who apply a thorough knowledge of accounting principles and theory in connection with a *variety* of audits. Work at this level is characterized by the audit of organizations and accounting processes which are complex and difficult because of such factors as: Presence of new or changed programs and accounting systems; existence of major specialized accounting functions (e.g., cost accounting, inventory accounting, sales accounting), in addition to general accounting; need to consider extensive and complicated regulatory requirements; lack of or difficulty in obtaining information; and other similar factors. Typically, a variety of different assignments are encountered over a period of time, e.g., 1 year. The audit reports prepared are comprehensive, explain irregularities, cite rules or regulations violated, recommend remedial actions, and contain analyses of items of special importance or interest to company management.

Direction received. Within an established audit program, has responsibility for independently planning and executing audits. Unusually difficult problems are discussed with the supervisor who also reviews completed assignments for adherence to principles and standards and the soundness of conclusions.

Typical duties and responsibilities. Auditors at this level have full responsibility for planning the audit, including determination of the aspects to emphasize, methods to be used, development of nonstandard or specialized audit aids such as questionnaires, etc., *where previous audit experience and plans are of limited applicability.*

Included in the scope of work that characterizes this level are such functions as: Evaluation of methods used for determining depreciation rates of equipment; evaluation of assets where original costs are unknown; evaluation of the reliability of accounting and reporting systems; analysis of cost accounting systems and cost reports to evaluate the basis for cost and price setting; evaluation of accounting procurement and supply management records, controls, and procedures; and many others.

Examples of assignments involving work at this level:

> As a team leader or working alone, independently plans and conducts audits of the complete accounts and related operations of relatively large and complex companies (e.g., complex in that the accounting system entails cost, inventory, and comparable specialized accounting *systems* integrated with the general accounting system) or of company branch, subsidiary, or affiliated organizations which are individually of comparable size and complexity.

As a member of an audit team, independently plans and accomplishes audit assignments that constitute major segments of audits of very large and complex organizations, for example, those with financial responsibilities so great as to involve specialized subordinate, subsidiary, or affiliate accounting systems that are complete in themselves.

NOTE: Excluded from level IV are auditors who, as team leaders or working alone, conduct *complete* audits of very large and complex organizations, for example, those with financial responsibilities so great as to involve specialized subordinate, subsidiary, or affiliate accounting systems that are complete in themselves; or are team members assigned to major segments of audits of even larger or more complex organizations.

CHIEF ACCOUNTANT

As the top technical expert in accounting, is responsible for directing the accounting program for a company or for an establishment of a company. The minimum accounting program includes: (1) General accounting (assets, liabilities, income, expense, and capital accounts, including responsibility for profit and loss and balance sheet statements); *and* (2) at least one other *major* accounting activity, typically tax accounting, cost accounting, property accounting, or sales accounting. It may also include such other activities as payroll and timekeeping, and mechanical or electronic data processing operations which are an adjunct of the accounting system. (Responsibility for an internal audit program is typically *not* included.)

The responsibilities of the chief accountant include *all* of the following:

1. On own responsibility, developing or adapting or revising an accounting system to meet the needs of the organization;
2. Supervising, either directly or through subordinate supervisors, the operation of the system with full management responsibility for the quality and quantity of work performed, training and development of subordinates, work scheduling and review, coordination with other parts of the organization served, etc.;
3. Providing, directly or through an official such as a comptroller, advisory services to the top management officials of the organization served as to:
   a. The status of financial resources and the financial trends or results of operations as revealed by accounting data, and selecting a manner of presentation that is meaningful to management;
   b. Methods for improving operations as suggested by an expert knowledge of accounting, e.g., proposals for improving cost control, property management, credit and collection, tax reduction, or similar programs.

Excluded are positions with responsibility for the accounting program *if* they also include (as a major part of the job) responsibility for budgeting; work measurement; organization, methods, and procedures studies; or similar nonaccounting functions. (Positions of such breadth are sometimes titled comptroller, budget and accounting manager, financial manager, etc.)

Some positions responsible for supervising general accounting and one or more other major accounting activities but which do *not* fully meet *all* of the responsibilities of a chief accountant specified above may be covered by the descriptions for accountant.

Chief accountant jobs which meet the characteristics described are classified by level of work[1] according to (a) authority and responsibility and (b) technical complexity, using the table accompanying the definitions which follow.

Authority and responsibility

AR-1. The accounting system (i.e., accounts, procedures, and reports to be used) has been prescribed in considerable detail by higher levels in the company or organization. The chief accountant has final, unreviewed authority within the prescribed system, to expand it to fit the particular needs of the organization served, e.g., in the following or comparable ways:

Provides greater detail in accounts and reports or financial statements;

Establishes additional accounting controls, accounts, subaccounts, and subsidiary records; and

Provides special or interim reports and statements needed by the manager responsible for the day-to-day operations of the organization served.

This degree of authority is typically found at a plant or similar subordinate establishment.

AR-2. The basic accounting system is prescribed in broad outline rather than in specific detail. While certain major financial reports, overall accounts, and general policies are required by the basic system, the chief accountant has broad latitude and *authority* to decide the specific methods, procedures, accounts, reports, etc., to be used within the organizational segment served. Approval must be secured from higher levels only for those changes which would basically affect the broad requirements prescribed by such higher levels. Typical responsibilities include:

Evaluating and taking final action on recommendations proposed by subordinate establishments for changes in aspects of the accounting system or activities not prescribed by higher authority;

Extending cost accounting operations to areas not previously covered;

Changing from one cost accounting method to another;

Expanding the utilization of computers within the accounting process; and

Preparing accounting reports and statements reflecting the events and progress of the entire organization for

[1] Insufficient data were obtained for level V to warrant presentation of average salaries.

Table C-1. Criteria for matching chief accountants by level

Level	Authority and responsibility[1]	Technical complexity[1]	Subordinate professional accounting staff
I	AR-1	TC-1	Only one or two professional accountants, who do not exceed the accountant III job definition.
II	AR-1	TC-2	About 5 to 10 professional accountants, with at least one or two matching the accountant IV job definition.
or			
	AR-2	TC-1	About 5 to 10 professional accountants. Most of these match the accountant III job definition, but one or two may match the accountant IV job definition.
or			
	AR-3	TC-1	Only one or two professional accountants, who do not exceed the accountant IV job definition.
III	AR-1	TC-3	About 15 to 20 professional accountants. At least one or two match the accountant V job definition.
or			
	AR-2	TC-2	About 15 to 20 professional accountants. Many of these match the accountant IV job definition, but some may match the accountant V job definition.
or			
	AR-3	TC-1	About 5 to 10 professional accountants. Most of these match the accountant III job definition, but one or two may match as high as accountant V.
IV	AR-2	TC-3	About 25 to 40 professional accountants. Many of these match the accountant V job definition, but several may exceed that level.
or			
	AR-3	TC-2	About 15 to 20 professional accountants. Most of these match the accountant IV job definition, but several may match the accountant V and one or two may exceed that level.
V	AR-3	TC-3	About 25 to 40 professional accountants. Many of these match the accountant V job definition, but several may exceed that level.

[1] AR-1, -2, and -3 and TC-1, -2, and -3 are explained in the accompanying text.

which incumbent is responsible; often consolidating data submitted by subordinate segments.

This degree of authority is most typically found at intermediate organizational levels such as regional offices, or division or subsidiary headquarters. It is also found in some company level situations where the authority of the chief accountant is less extensive than is described in *AR-3*. More rarely it is found in plant level chief accountants who have been delegated more authority than usual for such positions as described in *AR-1*.

AR-3. Has complete responsibility for establishing and maintaining the framework for the basic accounting system used in the company, subject only to general policy guidance and control from a higher level company official responsible for general financial management. Typical responsibilities include:

Determining the basic characteristics of the company's accounting system and the specific accounts to be used;

Devising and preparing accounting reports and statements required to meet management's needs for data;

Establishing basic accounting policies, interpretations, and procedures;

Reviewing and taking action on proposed revisions to the company's accounting system suggested by subordinate units; and

Taking final action on all technical accounting matters.

Characteristically, participates extensively in broad company management processes by providing accounting advice, interpretations, or recommendations based on data accumulated in the accounting system and on professional judgment and experience.

Technical complexity

TC-1. The organization which the accounting program serves has relatively few functions, products, work processes, etc., and these tend to be stable and unchanging. The accounting system operates in accordance with well-established principles and practices or those of equivalent difficulty which are typical of that industry.

TC-2. The organization which the accounting program serves has a relatively large number of functions, products, work processes, etc., which require substantial and frequent adaptations of the basic system to meet management needs (e.g., adoption of new accounts, subaccounts, and subsidi-

ary records; revision of instructions for the use of accounts; improvement or expansion of methods for accumulating and reporting cost data in connection with new or changed work processes).

TC-3. The organization which the accounting program serves puts a *heavy demand on the accounting organization for specialized and extensive adaptations* of the basic system to meet management needs. Such demands arise because the functions, products, work processes, etc., of the organization are very numerous, diverse, unique, or specialized, or there are other comparable complexities. Consequently, the accounting system, to a considerable degree, is developed well beyond established principles and accounting practices in order to:

Provide for the solution of problems for which no clear precedents exist; or

Provide for the development or extension of accounting theories and practices to deal with problems to which these theories and practices have not previously been applied.

Subordinate staff

In table C-1 the number of professional accountants supervised is recognized to be a relatively crude criterion for distinguishing between various levels. It is to be considered less important in the matching process than the other criteria. In addition to the staff of professional accountants in the system for which the chief accountant is responsible, there are clerical, machine operation, bookkeeping, and related personnel.

Attorneys

ATTORNEY

Performs consultation and advisory work and carries out the legal processes necessary to effect the rights, privileges, and obligations of the company. The work performed requires completion of law school with an LL.B. degree (or the equivalent) and admission to the bar. *Responsibilities or functions include one or more of the following or comparable duties:*

Preparing and reviewing various legal instruments and documents, such as contracts, leases, licenses, purchases, sales, real estate, etc.;

Acting as agent of the company in its transactions;

Examining material (e.g., advertisements, publications, etc.) for legal implications; advising officials of proposed legislation which might affect the company;

Applying for patents, copyrights, or registration of company's products, processes, devices, and trademarks;

Advising whether to initiate or defend lawsuits;

Conducting pre-trial preparations; defending the company in lawsuits; and

Advising officials on tax matters, government regulations, and/or corporate rights.

Excluded from this definition are:

Patent work which requires professional training in addition to legal training (typically a degree in engineering or in a science);

Claims examining, claims investigating, or similar *work for which professional legal training and bar membership is not essential;*

Attorneys, frequently titled "general counsel" (and their immediate full associates or deputies), who serve as company officers or the equivalent and are responsible for participating in the overall management and formulation of policy for the company in addition to directing its legal work. (The duties and responsibilities of such positions exceed level VI as described below.)

Attorney jobs which meet the above definition are to be classified in accordance with table C-2 and the definitions which follow.

Difficulty

D-1. Legal questions are characterized by: Facts that are well established; clearly applicable legal precedents; *and* matters not of substantial importance to the organization. (Usually relatively limited sums of money, e.g., a few thousand dollars, are involved.)

Examples of D-1 work:

Legal investigation, negotiation, and research preparatory to defending the organization in potential or actual lawsuits involving alleged negligence where the facts can be firmly established and there are precedent cases directly applicable to the situation.

Searching case reports, legal documents, periodicals, textbooks, and other legal references, and preparing draft opinions on employee compensation or benefit questions when there is a substantial amount of clearly applicable statutory, regulatory, and case material.

Drawing up contracts and other legal documents in connection with real property transactions requiring the development of detailed information but *not* involving serious questions regarding titles to property or other major factual or legal issues.

D-2. Legal work is regularly difficult by reason of one or more of the following: The absence of clear and directly applicable legal precedents; the different possible interpretations that can be placed on the facts, the laws, or the precedents involved; the substantial importance of the legal matters to the organization (e.g., sums as large as $100,000 are generally directly or indirectly involved); the matter is being strongly pressed or contested in formal proceedings

Table C-2. Criteria for matching attorneys by level

Level	Difficulty of legal work[1]	Responsibility of job[1]	Experience required
I	This is the entry level. The duties and responsibilities after initial orientation and training are those described in D-1 and R-1.		Completion of law school with an LL.B. or J.D. degree plus admission to the bar.
II	D-1	R-2	Sufficient professional experience (at least 1 year, usually more) at the "D-1" level to assure competence as an attorney.
or			
	D-2	R-1	
III	D-2	R-2	At least 1 year, usually more, of professional experience at the "D-2" level.
or			
	D-3	R-1	
IV	D-2	R-3	Extensive professional experience at the "D-2" or a higher level.
or			
	D-3	R-2	
V	D-3	R-3	Extensive professional experience at the "D-3" level.
VI	D-3	R-4	Extensive professional experience at the "D-3" and "R-3" levels.

[1] D-1, -2, -3 and R-1, -2, -3, and -4 are explained in the accompanying text.

or in negotiations by the individuals, corporations, or government agencies involved.

Examples of D-2 work:

Advising on the legal implications of advertising representations when the facts supporting the representations and the applicable precedent cases are subject to different interpretations.

Reviewing and advising on the implications of new or revised laws affecting the organization.

Presenting the organization's defense in court in a negligence lawsuit which is strongly pressed by counsel for an organized group.

Providing legal counsel on tax questions complicated by the absence of precedent decisions that are directly applicable to the organization's situation.

D-3. Legal work is typically complex and difficult because of one or more of the following: The questions are unique and require a high order of original and creative legal endeavor for their solution; the questions require extensive research and analysis and the obtaining and evaluation of expert testimony regarding controversial issues in a scientific, financial, corporate organization, engineering, or other highly technical area; the legal matter is of critical importance to the organization and is being vigorously pressed or contested (e.g., sums such as $1 million or more are generally directly or indirectly involved).

Examples of D-3 work:

Advising on the legal aspects and implications of Federal antitrust laws to projected greatly expanded marketing operations involving joint ventures with several other organizations.

Planning legal strategy and representing a utility company in rate or government franchise cases involving a geographic area including parts or all of several States.

Preparing and presenting a case before an appellate court where the case is highly important to the future operation of the organization and is vigorously contested by very distinguished (e.g., having a broad regional or national reputation) legal talent.

Serving as the principal counsel to the officers and staff of an insurance company on the legal problems in the sale, underwriting, and administration of group contracts involving nationwide or multistate coverages and laws.

Performing the principal legal work in a nonroutine major revision of the company's charter or in effectuating new major financing steps.

Responsibility

R-1. Responsibility for final action is usually limited to matters covered by legal precedents and in which little deviation from standard practice is involved. Any decisions or actions having a significant bearing on the organization's business are reviewed. (Is given guidance in the initial stages of assignment, e.g., in planning and organizing legal research and studies. Assignments are then carried out with moderate independence although guidance is generally available and is sought from time to time on problem points.)

R-2. Usually works independently in investigating the facts, searching legal precedents, defining the legal and factual issues, drafting necessary legal documents, and developing conclusions and recommendations. Decisions having an important bearing on the organization's business are reviewed. (Receives information from supervisor regarding unusual circumstances or important policy considerations pertaining to a legal problem. If trials are involved, may receive guid-

ance from a supervisor regarding presentation, line of approach, possible line of opposition to be encountered, etc. In the case of nonroutine written presentations the final product is reviewed carefully, but primarily for overall soundness of legal reasoning and consistency with organization policy. Some (but not all) attorneys make assignments to one or more lower level attorneys, aids, or clerks.)

R-3. Carries out assignments independently and makes final legal determinations in matters of substantial importance to the organization. Such determinations are subject to review only for consistency with company policy, possible precedent effect, and overall effectiveness. To carry out assignments, deals regularly with company officers and top level management officials and confers or negotiates regularly with senior attorneys and officials in other companies or in government agencies on various aspects of assigned work. (Receives little or no preliminary instruction on legal problems and a minimum of technical legal supervision. May assign and review work of a few attorneys, but this is not a primary responsibility.)

R-4. Carries out assignments which entail independently planning investigations and negotiations on legal problems of the highest importance to the organization and developing completed briefs, opinions, contracts, or other legal products. To carry out assignments, represents the organization at conferences, hearings, or trials and personally confers and negotiates with top attorneys and top-ranking officials in private companies or in government agencies. On various aspects of assigned work may give advice directly and personally to corporation officers and top level managers, or may work through the general counsel of the company in advising officers. (Generally receives no preliminary instruction on legal problems. On matters requiring the concentrated efforts of several attorneys or other specialists, is responsible for directing, coordinating, and reviewing the work of the attorneys involved.)

OR

As a primary responsibility, directs the work of a staff of attorneys, one, but usually more, of whom regularly perform D-3 legal work. With respect to the work directed, gives advice directly to corporation officers and top managerial officers, or may give such advice through the general counsel. (Receives guidance as to organization policy but no technical supervision or assistance except when requesting advice from, or briefing by, the general counsel on the overall approach to the most difficult, novel, or important legal questions. Usually reports to the general counsel or deputy.)

Buyers

BUYER

Purchases materials, supplies, equipment, and services (e.g., utilities, maintenance, and repair). In some instances items are of types that must be specially designed, produced, or modified by the vendor in accordance with drawings or engineering specifications.

Solicits bids, analyzes quotations received, and selects or recommends supplier. May interview prospective vendors. Purchases items and services at the most favorable price consistent with quality, quantity, specification requirements, and other factors. Prepares or supervises preparation of purchase orders from requisitions. May expedite delivery and visit vendors' offices and plants.

Normally, purchases are unreviewed when they are consistent with past experience, and are in conformance with established rules and policies. Proposed purchase transactions that deviate from the usual or from past experience in terms of prices, quality of items, quantities, etc., or that may set precedents for future purchases, are reviewed by higher authority prior to final action.

In addition to the work described above, some (but not all) buyers direct the work of one or a few clerks who perform routine aspects of the work. As a secondary and subsidiary duty, some buyers may also sell or dispose of surplus, salvage, or used materials, equipment, or supplies.

NOTE: Some buyers are responsible for the purchasing of a variety of items and materials. When the variety includes items and work described at more than one of the following levels, the position should be considered to equal the highest level that characterizes at least a substantial portion of the buyer's time.

Excluded are:

a. Buyers of items for direct sale, either wholesale or retail;

b. Brokers and dealers buying for clients or for investment purposes;

c. Positions that specifically require professional education and qualifications in a physical science or in engineering (e.g., chemist, mechanical engineer);

d. Buyers who specialize in purchasing a single or a few related items of highly variable quality such as raw cotton or wool, tobacco, cattle, or leather for shoe uppers, etc. Expert personal knowledge of the item is required to judge the relative value of the goods offered and to decide the quantity, quality, and price of each purchase in terms of its probable effect on the organization's profit and competitive status;

e. Buyers whose principal responsibility is the supervision of other buyers or the management, direction, or supervision of a purchasing program;

f. Persons predominantly concerned with contract or subcontract adminsitration;

g. Persons whose major duties consist of ordering,

reordering, or requisitioning items under existing contracts; and

h. Positions restricted to clerical functions or to purchase expediting work.

Buyer I

Purchases "off-the-shelf" types of readily available, commonly used materials, supplies, tools, furniture, services, etc.

Transactions usually involve local retailers, wholesalers, jobbers, and manufacturers' sales representatives.

Quantities purchased are generally small amounts, e.g., those available from local sources.

Examples of items purchased include: Common stationery and office supplies; standard types of office furniture and fixtures; standard nuts, bolts, screws; janitorial and common building maintenance supplies; and common building maintenance or common utility services or office machine repair services.

Buyer II

Purchases "off-the-shelf" types of standard, generally available technical items, materials, and services. Transactions may involve occasional modification of standard and common usage items, materials, and services, and include a few stipulations about unusual packing, marking, shipping, etc.

Transactions usually involve dealing directly with manufacturers, distributors, jobbers, etc.

Quantities of items and materials purchased may be relatively large, particularly in the case of contracts for continuing supply over a period of time.

May be responsible for locating or promoting possible new sources of supply. Usually is expected to keep abreast of market trends, changes in business practices in the assigned markets, new or altered types of materials entering the market, etc.

Examples of items purchased include: Industrial types of handtools; standard electronic parts, components and component test instruments; electric motors; gasoline service station equipment; PBX or other specialized telephone services; special purpose printing services; and routine purchases of common raw materials such as standard grades and sizes of steel bars, rods, and angles.

Also included at this level are buyers of materials of the types described for buyer I when the quantities purchased are large so that local sources of supply are generally inadequate and the buyer must deal directly with manufacturers on a broader than local scale.

Buyer III

Purchases items, materials, or services of a technical and specialized nature. The items, while of a common general type, are usually made, altered, or customized to meet the user's specific needs and specifications.

Transactions usually require dealing with manufacturers. The number of potential vendors is likely to be small and price differentials often reflect important factors (quality, delivery dates and places, etc.) that are difficult to evaluate.

The quantities purchased of any item or service may be large.

Many of the purchases involve one or more of such complications as: Specifications that detail, in technical terms, the required physical, chemical, electrical, or other comparable properties; special testing prior to acceptance; grouping of items for lot bidding and awards; specialized processing, packing, or packaging requirements; export packs; overseas port differentials; etc.

Is expected to keep abreast of market and product developments. May be required to locate new sources of supply.

Some positions may involve *assisting* in the training or supervising of lower level buyers or clerks.

Examples of items purchased include: Castings; special extruded shapes of normal size and material; special formula paints; electric motors of special shape or speeds; production equipment; special packaging of items; and raw materials in substantial quantities or with special characteristics.

Buyer IV

Purchases highly complex and technical items, materials, or services, usually those specially designed and manufactured exclusively for the purchaser.

Transactions require dealing with manufacturers and often involve persuading potential vendors to undertake the manufacturing of custom-designed items according to complex and rigid specifications.

Quantities of items and materials purchased are often large in order to satisfy the requirements for an entire large organization for an extended period of time. Complex schedules of delivery are often involved. Buyer determines appropriate quantities to be contracted for at any given period of time.

Transactions are often complicated by the presence of one or more such matters as inclusion of: Requirements for spare parts, preproduction samples and testing, or technical literature; or patent and royalty provisions.

Keeps abreast of market and product developments. Develops new sources of supply.

In addition to the work described above, a few positions may also require supervision over a few lower level buyers or clerks. (No position is included in this level *solely* because supervisory duties are performed.)

Examples of items purchased include: Special purpose high cost machine tools and production facilities; specialized condensers, boilers, and turbines; raw materials of critically important characteristics or quality; parts, subassemblies, components, etc., specially designed and made to order (e.g., communications equipment for installation in aircraft being manufactured; component assemblies for missiles and rockets, and motor vehicle frames).

NOTE: Excluded are buying positions above level IV. Some buyers above level IV make purchases in such unusually large quantities that they can affect the market price of a commodity or produce other significant effects on the industry or trade concerned. Others may purchase items of either (1) extraordinary technical complexity, e.g., involving the outermost limits of science or engineering, or (2) unusually high individual or unit value. Such buyers often persuade suppliers to expand their plants or convert facilities to the production of new items or services. These types of buying functions are often performed by program managers or company officials who have primary responsibilities other than buying.

Personnel Management

JOB ANALYST

Performs work involved in collecting, analyzing, and developing occupational data relative to jobs, job qualifications, and worker characteristics as a basis for compensating employees in a fair, equitable, and uniform manner. Performs such duties as studying and analyzing jobs and preparing descriptions of duties and responsibilities and of the physical and mental requirements needed by workers; evaluating jobs and determining appropriate wage or salary levels in accordance with their difficulty and responsibility; independently conducting or participating with representatives of other companies in conducting compensation surveys within a locality or labor market area; assisting in administering merit rating programs; reviewing changes in wages and salaries indicated by surveys and recommending changes in pay scales; and auditing individual jobs to check the propriety of evaluations and to apply current job classifications. (Positions also responsible for supplying management with a high technical level of advice regarding the solution of broad personnel management problems should be excluded.)

Job Analyst I

As a trainee, performs work in designated areas and of limited occupational scope. Receives immediate supervision in assignments designed to provide training in the application of established methods and techniques of job analysis. Studies the least difficult jobs and prepares reports for review by a job analyst of higher level.[2]

Job Analyst II

Studies, describes, and evaluates jobs in accordance with established procedures. Is usually assigned to the simpler kinds of both wage and salaried jobs in the establishment. Works independently on such assignments but is limited by defined area of assignment and instructions of superior.

Job Analyst III

Analyzes and evaluates a variety of wage and salaried jobs in accordance with established evaluation systems and procedures. May conduct wage surveys within the locality or participate in conducting surveys of broad compensation areas. May assist in developing survey methods and plans. Receives general supervision but responsibility for final action is limited.

Job Analyst IV

Analyzes and evaluates a variety of jobs in accordance with established evaluation systems and procedures, and is given assignments which regularly include responsibility for the more difficult kinds of jobs. ("More difficult" means jobs which consist of hard-to-understand work processes; e.g., professional, scientific, administrative, or technical; *or* jobs in new or emerging occupational fields; *or* jobs which are being established as part of the creation of new organizations; *or* where other special considerations of these types apply.) Receives general supervision, but responsibility for final action is limited. May participate in the development and installation of evaluation or compensation systems, which may include those for merit rating programs. May plan survey methods and conduct or direct wage surveys within a broad compensation area.

[2] Insufficient data were obtained for level I to warrant presentation of average salaries.

DIRECTOR OF PERSONNEL

Directs a personnel management program for a company or a segment of a company. Serves top management officials of the organization as the source of advice and assistance on personnel management matters and problems generally; is typically consulted on the personnel implications of planned changes in management policy or program, the effects on the organization of economic or market trends, product or production method changes, etc.; represents management in contacts with other companies, trade associations, government agencies, etc., dealing primarily with personnel management matters.

Typically the director of personnel for a company reports to a company officer in charge of industrial relations and personnel management activities or an officer of similar level. Below the company level the director of personnel typically reports to a company officer or a high management official who has responsibility for the operation of a plant, establishment, or other segment of the company.

For a job to be covered by this definition, the personnel management program *must include* responsibility for *all three* of the following functions:

1. *Administering a job evaluation system:* i.e., a system in which there are established procedures by which jobs are analyzed and evaluated on the basis of their duties, responsibilities, and qualification requirements in order to provide a foundation for equitable compensation. Typically, such a system includes the use of one or more sets of job evaluation factors and the preparation of formal job descriptions. It *may* also include such related functions as wage and salary surveys or merit rating system administration. The job evaluation system(s) does not necessarily cover all jobs in the organization, but does cover a substantial portion of the organization.

2. *Employment and placement function:* i.e., recruiting actively for at least some kinds of workers through a variety of sources (e.g., schools or colleges, employment agencies, professional societies, etc.); evaluating applicants against demands of particular jobs by use of such techniques as job analysis to determine requirements, interviews, written tests of aptitude, knowledge, or skill, reference checks, experience evaluations, etc.; recommending selections and job placements to management, etc.

3. *Employee relations and services function:* i.e., functions designed to maintain employees' morale and productivity at a high level (for example, administering a formal or informal grievance procedure; identifying and recommending solutions for personnel problems such as absenteeism, high turnover, low productivity, etc.; administration of beneficial suggestions system, retirement, pension, or insurance plans, merit rating system, etc.; overseeing cafeteria operations, recreational programs, industrial health and safety programs, etc.).

In addition, positions covered by this definition may, but do not necessarily, include responsibilities in the following areas:

Employee training and development;

Labor relations activities which are confined mainly to the administration, interpretation, and application of those aspects of labor union contracts that are essentially of the type described under (3) above. May also participate in bargaining of a subordinate nature, e.g., to negotiate detailed settlement of such matters as specific rates, job classifications, work rules, hiring or layoff procedures, etc., within the broad terms of a general agreement reached at higher levels, or to supply advice and information on technical points to the company's principal representative.

Equal employment opportunity (EEO);

Reporting under the Occupational Safety and Health Act (OSHA).

Excluded are positions in which responsibility for actual contract negotiation with labor unions as the principal company representative is a significant aspect of the job, i.e., a responsibility which serves as a primary basis for qualification requirements and compensation.

Director of personnel jobs which meet the above definition are classified by level of work[3] in accordance with the criteria shown in table C-3.

[3] Insufficient data were obtained for level V to warrant presentation of average salaries.

Table C-3. Criteria for matching directors of personnel by level

Number of employees in work force serviced	"Operations level" personnel program[1]		Number of employees in work force serviced	"Development level" personnel program[2]	
	"Type A" organization serviced[3]	"Type B" organization serviced[4]		"Type A" organization serviced[3]	"Type B" organization serviced[4]
250-750	I	II	250-750	II	III
1,000-5,000	II	III	1,000-5,000	III	IV
6,000-12,000	III	IV	6,000-12,000	IV	V
15,000-25,000	IV	V	15,000-25,000	V	–

[1] *"Operations level" personnel program*—director of personnel servicing an organizational segment (e.g., a plant) of a company, where the basic personnel program policies, plans, objectives, etc., are established at company headquarters or at some other higher level between the plant and the company headquarters level. The personnel director's responsibility is to put these into operation at the local level, in such a manner as to most effectively serve the local management needs.

[2] *"Development level" personnel program*—either:

(a) Director of personnel servicing an entire company (with or without subordinate establishments) where the personnel director plays an important role in establishment of basic personnel policies, plans, objectives, etc., for the company subject to policy direction and control from company officers, or (b) director of personnel servicing an intermediate organization below the company level, e.g., a division or a subsidiary, to which a relatively complete delegation of personnel program planning and development responsibility is made. In this situation only basic policy direction is given by the parent company and local officers. The director of personnel has essentially the same degree of latitude and responsibility for establishment of basic personnel policies, plans, objectives, etc., as described above in (a).

[3] *"Type A" organization serviced*—most jobs serviced do not present particularly difficult or unusual recruitment, job evaluation, or training problems because the jobs consist of relatively easy-to-understand work processes, and an adequate labor supply is available. These conditions are most likely to be found in organizations in which the work force and organizational structure are relatively stable.

[4] *"Type B" organization serviced*—a substantial proportion of the jobs present difficult recruitment, job evaluation, or training problems because the jobs: Consist of hard-to-understand work processes (e.g., professional, scientific, administrative, or technical); have hard-to-match skill requirements; are in new or emerging occupations; or are extremely hard to fill. These conditions are most likely to be found in organizations in which the work force, organizational structure, work processes or functions, etc., are complicated or unstable.

NOTE: There are gaps between different degrees of all three elements used to determine job level matches. These gaps have been provided purposely to allow room for judgment in getting the best overall job level match for each job. Thus, a job which services a work force of 850 employees should be matched with level II if it is a personnel program operations level job where the nature of the organization serviced seems to fall slightly below the definition for type B. However, the same job should be matched with level I if the nature of the organization serviced clearly falls well within the definition for type A.

CHEMIST

Performs professional work in research, development, interpretation, and analysis to determine the composition, molecular structure, and properties of substances; to develop or investigate new materials and processes; and to investigate the transformations which substances undergo. Work typically requires a B.S. degree in chemistry or the equivalent in appropriate and substantial college level study of chemistry plus experience.

Chemist I

General characteristics. This is the entry level of professional work requiring a bachelor's degree in chemistry and no experience, or the equivalent of a degree in appropriate education and experience. Performs assignments designed to develop professional capabilities and to provide experience in the application of training in chemistry as it relates to the company's programs. May also receive formal classroom or seminar type training. (Terminal positions are excluded.)

Direction received. Works under close supervision. Receives specific and detailed instructions as to required tasks and results expected. Work is checked during progress, and is reviewed for accuracy upon completion.

Typical duties and responsibilities. Performs a variety of routine tasks that are planned to provide experience and familiarization with the chemistry staff, methods, practices, and programs of the company. The work includes a variety of routine qualitative and quantitative analyses; physical tests to determine properties such as viscosity, tensile strength, and melting point; and assisting more experienced chemists to gain additional knowledge through personal observation and discussion.

Responsibility for the direction of others. Usually none.

Chemist II

General characteristics. At this continuing developmental level, performs routine chemical work requiring selection and application of general and specialized methods, techniques, and instruments commonly used in the laboratory, and the ability to carry out instructions when less common or proposed methods or procedures are necessary. Requires work experience acquired in an entry level position, or appropriate graduate level study. For training and developmental purposes, assignments may include some work that is typical of a higher level. (Terminal positions are excluded.)

Direction received. Supervisor establishes the nature and extent of analysis required, specifies methods and criteria on new types of assignments, and reviews work for thoroughness of application of methods and accuracy of results.

Typical duties and responsibilities. Carries out a wide variety of standardized methods, tests, and procedures. In accordance with specific instructions may carry out proposed and less common ones. Is expected to detect problems in using standardized procedures because of the condition of the sample, difficulties with the equipment, etc. Recommends modifications of procedures, e.g., extending or curtailing the analysis or using alternate procedures, based on knowledge of the problem and pertinent available literature. Conducts specified phases of research projects as an assistant to an experienced chemist.

Responsibility for the direction of others. May be assisted by a few aids or technicians.

Chemist III

General characteristics. Performs a broad range of chemical tests and procedures utilized in the laboratory, using judgment in the independent evaluation, selection, and adaptation of standard methods and techniques. May carry through a complete series of tests on a product in its different process stages. Some assignments require a specialized knowledge of one or two common categories of related substances. Performance at this level requires developmental experience in a professional position, or equivalent graduate level education.

Direction received. On routine work, supervision is very general. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment.

Typical duties and responsibilities. In accordance with instructions as to the nature of the problem, selects standard methods, tests or procedures; when necessary, develops or works out alternate or modified methods with supervisor's concurrence. Assists in research by analyzing samples or testing new procedures that require specialized training because (a) standard methods are inapplicable, (b) analytical findings must be interpreted in terms of compliance or noncompliance with standards, or (c) specialized and advanced equipment and techniques must be adapted.

Responsibility for the direction of others. May supervise or coordinate the work of a few technicians or aids, and be assisted by lower level chemists.

Chemist IV

General characteristics. As a fully competent chemist in all conventional aspects of the subject matter or the functional area of the assignments, plans and conducts work requiring (a) mastery of specialized techniques or ingenuity in selecting and evaluating approaches to unforeseen or novel problems, and (b) ability to apply a research approach to the solution of a wide variety of problems and to assimilate the details and significance of chemical and physical analyses, procedures, and tests. Requires sufficient professional experience to assure competence as a fully trained worker; or, for positions primarily of a research nature, completion of all requirements for a doctoral degree may be substituted for experience.

Direction received. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects.

Typical duties and responsibilities. Conducts laboratory assignments requiring the determination and evaluation of alternative procedures and the sequence of performing them. Performs complex, exacting, unusual analytical assignments requiring specialized knowledge of techniques or products. Interprets results, prepares reports, and may provide technical advice in specialized area.

Responsibility for the direction of others. May supervise a small staff of chemists and technicians.

Chemist V

General characteristics. Participates in planning laboratory programs on the basis of specialized knowledge of problems and methods and probable value of results. May serve as an expert in a narrow specialty (e.g., class of chemical compounds, or a class of products), making recommendations and conclusions which serve as the basis for undertaking or rejecting important projects. Development of the knowledge and expertise required for this level of work usually reflects progressive experience through chemist IV.

Direction received. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments.

Typical duties and responsibilities. One or both of the following: (1) In a supervisory capacity, plans, organizes, and directs assigned laboratory programs. Independently defines scope and critical elements of the projects and selects approaches to be taken. A substantial portion of the work supervised is comparable to that described for chemist IV. (2) As individual researcher or worker, carries out projects requiring development of new or highly modified scientific techniques and procedures, extensive knowledge of specialty, and knowledge of related scientific fields.

Responsibility for the direction of others. Supervises, coordinates, and reviews the work of a small staff of chemists and technicians engaged in varied research and development projects, or a larger group performing routine analytical work. Estimates personnel needs and schedules and assigns work to meet completion date. Or, as individual researcher or worker, may be assisted on projects by other chemists or technicians.

Chemist VI

General characteristics. Performs work requiring leadership and expert knowledge in a specialized field, product, or process. Formulates and conducts a systematic attack on a problem area of considerable scope and complexity which must be approached through a series of complete and conceptually related studies, or a number of projects of lesser scope. The problems are complex because they are difficult to define and require unconventional or novel approaches or have other difficult features. Maintains liaison with individuals and units within and outside the organization, with responsibility for acting independently on technical matters pertaining to the field. Work at this level usually requires extensive progressive experience including work comparable to chemist V.

Direction received. Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits.

Typical duties and responsibilities. One or both of the following: (1) In a supervisory capacity (a) plans, develops, coordinates, and directs a number of large and important projects or a project of major scope and importance, or (b) is responsible for the entire chemical program of a company, when the program is of limited complexity and scope. Activities supervised are of such a scope that they require a few (3 to 5) subordinate supervisors or team leaders with at least one in a position comparable to level V. (2) As individual researcher or worker determines, conceives, plans, and conducts projects of major importance to the company. Applies a high degree of originality and ingenuity in adapting, extending, and synthesizing existing theory, principles, and techniques into original combinations and configurations. May serve as a consultant to other chemists in specialty.

Responsibility for the direction of others. Plans, organizes, and supervises the work of a staff of chemists and technicians. Evaluates progress of the staff and results obtained,

and recommends major changes to achieve overall objectives. Or, as individual worker or researcher, may be assisted on individual projects by other chemists or technicians.

Chemist VII

General characteristics. Makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive chemical activities. Initiates and maintains extensive contacts with key chemists and officials of other organizations and companies, requiring skill in persuasion and negotiation of critical issues. At this level individuals will have demonstrated creativity, foresight, and mature judgment in anticipating and solving unprecedented chemical problems, determining program objectives and requirements, organizing programs and projects, and developing standards and guides for diverse chemical activities.

Direction received. Receives general administrative direction.

Typical duties and responsibilities. One or both of the following: (1) In a supervisory capacity is responsible for (a) an important segment of a chemical program of a company with extensive and diversified scientific requirements, or (b) the entire chemical program of a company where the program is more limited in scope. The overall chemical program contains critical problems the solution of which requires major technological advances and opens the way for extensive related development. Makes authoritative technical recommendations concerning the scientific objectives and levels of work which will be most profitable in light of company requirements and scientific and industrial trends and developments. Recommends facilities, personnel, and funds required. (2) As individual researcher and consultant, selects problems for research to further the company's objectives. Conceives and plans investigations in which the phenomena and principles are not adequately understood, and where few or contradictory scientific precedents or results are available for reference. Outstanding creativity and mature judgment are required to devise hypotheses and techniques of experimentation and to interpret results. As a leader and authority in the company, in a broad area of specialization, or in a narrow but intensely specialized one, advises the head of a large laboratory or company officials on complex aspects of extremely broad and important programs. Has responsibility for exploring, evaluating, and justifying proposed and current programs and projects and furnishing advice on unusually complex and novel problems in the specialty field. Typically will have contributed innovations (e.g., techniques, products, procedures) which are regarded as significant advances in the field.

Responsibility for the direction of others. Directs several subordinate supervisors or team leaders, some of whom are in positions comparable to chemist VI; or, as individual researcher and consultant, may be assisted on individual projects by other chemists and technicians.

Chemist VIII

General characteristics. Makes decisions and recommendations that are authoritative and have a far-reaching impact on extensive chemical and related activities of the company. Negotiates critical and controversial issues with top level chemists and officers of other organizations and companies. Individuals at this level have demonstrated a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive chemical programs and activities of outstanding novelty and importance.

Direction received. Receives general administrative direction.

Typical duties and responsibilities. One or both of the following: (1) In a supervisory capacity is responsible for (a) the entire chemical program of a company which is of moderate scope, or (b) an important segment of a chemical program of a company with very extensive and highly diversified scientific requirements, where programs are of such complexity and scope that they are of critical importance to overall operations and include problems of extraordinary difficulty that have resisted solution. Decides the kind and extent of chemical programs needed to accomplish the objectives of the company, for choosing the scientific approaches, for planning and organizing facilities and programs, and for interpreting results. (2) As individual researcher and consultant formulates and guides the attack on problems of exceptional difficulty and marked importance to the company and/or industry. Problems are characterized by the lack of scientific precedents and source materials, or the lack of success of prior research and analysis so that their solution would represent an advance of great significance and importance. Performs advisory and consulting work for the company as a recognized authority for broad program areas of considerable novelty and importance. Has made contributions such as new products or techniques, development of processes, etc., which are regarded as major advances in the field.

Responsibility for the direction of others. Supervises several subordinate supervisors or team leaders some of whose positions are comparable to chemist VII, or individual researchers some of whose positions are comparable to chemist VII and sometimes chemist VIII. As an individual researcher and consultant may be assisted on individual projects by other chemists or technicians.

NOTE: Individuals in charge of a company's chemical program may match any of several of the survey job levels, depending on the size and complexity of chemical programs. Excluded from the definition are: (1) Chemists in

charge of programs so extensive and complex (e.g., consisting of highly diversified or unusually novel products and procedures) that one or more subordinate supervisory chemists are performing at level VIII; (2) individuals whose decisions have direct and substantial effect on setting policy for the organization (included, however, are supervisors deciding the "kind and extent of chemical programs" within broad guidelines set at higher levels); (3) individual researchers and consultants who are recognized as national and/or international authorities and scientific leaders in very broad areas of scientific interest and investigation.

ENGINEER

Performs professional work in research, development, design, testing, analysis, production, construction, maintenance, operation, planning, survey, estimating, application, or standardization of engineering facilities, systems, structures, processes, equipment devices, or materials requiring knowledge of the science and art by which materials, natural resources, and power are made useful. Work typically requires a B.S. degree in engineering or the equivalent in combined education and experience. (*Excluded* are: Safety engineers, industrial engineers, quality control engineers, sales engineers, and engineers whose primary responsibility is to be in charge of nonprofessional maintenance work.)

Engineer I

General characteristics. This is the entry level of professional work requiring a bachelor's degree in engineering and no experience, or the equivalent of a degree in appropriate education and experience. Performs assignments designed to develop professional work knowledges and abilities. May also receive formal classroom or seminar-type training. (Terminal positions are excluded.)

Direction received. Works under close supervision. Receives specific and detailed instructions as to required tasks and results expected. Work is checked during progress and is reviewed for accuracy upon completion.

Typical duties and responsibilities. Performs a variety of routine tasks that are planned to provide experience and familiarization with the engineering staff, methods, practices, and programs of the company.

Responsibility for the direction of others. Usually none.

Engineer II

General characteristics. At this continuing developmental level, performs routine engineering work requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks. Limited exercise of judgment is required on details of work and in making preliminary selections and adaptations of engineering alternatives. Requires work experience acquired in an entry level position, or appropriate graduate level study. For training and developmental purposes, assignments may include some work that is typical of a higher level. (Terminal positions are excluded.)

Direction received. Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on nonroutine work. Receives close supervision on new aspects of assignments.

Typical duties and responsibilities. Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced engineer. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results, and follows operations through a series of related detailed steps or processes.

Responsibility for the direction of others. May be assisted by a few aids or technicians.

Engineer III

General characteristics. Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires developmental experience in a professional position, or equivalent graduate level education.

Direction received. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment.

Typical duties and responsibilities. Performs work which involves conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: Equipment design and development, test of materials, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles and techniques commonly employed in the specific narrow area of assignments.

Responsibility for the direction of others. May supervise or coordinate the work of drafters, technicians, and others who assist in specific assignments.

Engineer IV

General characteristics. As a fully competent engineer in all conventional aspects of the subject matter or the functional area of the assignments, plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Devises new approaches to problems encountered. Requires sufficient professional experience to assure competence as a fully trained worker; or, for positions primarily of a research nature, completion of all requirements for a doctoral degree may be substituted for experience.

Direction received. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects.

Typical duties and responsibilities. Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Performs work which involves conventional engineering practice but may include a variety of complex features such as conflicting design requirements, unsuitability of standard materials, and difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties.

Responsibility for the direction of others. May supervise a few engineers or technicians on assigned work.

Engineer V

General characteristics. Applies intensive and diversified knowledge of engineering principles and practices in broad areas of assignments and related fields. Makes decisions independently on engineering problems and methods, and represents the organization in conferences to resolve important questions and to plan and coordinate work. Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of own field and related sciences and disciplines. The knowledge and expertise required for this level of work usually result from progressive experience, including work comparable to engineer IV.

Direction received. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments.

Typical duties and responsibilities. One or more of the following: (1) In a supervisory capacity plans, develops, coordinates, and directs a large and important engineering project or a number of small projects with many complex features. A substantial portion of the work supervised is comparable to that described for engineer IV. (2) As individual researcher or worker carries out complex or novel assignments requiring the development of new or improved techniques and procedures. Work is expected to result in the development of new or refined equipment, materials, processes, products, and/or scientific methods. (3) As staff specialist develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment when necessary data are insufficient or confirmation by testing is advisable. Usually performs as a staff advisor and consultant as to a technical specialty, a type of facility or equipment, or a program function.

Responsibility for the direction of others. Supervises, coordinates, and reviews the work of a small staff of engineers and technicians; estimates personnel needs and schedules and assigns work to meet completion date. Or, as individual researcher or staff specialist may be assisted on projects by other engineers or technicians.

Engineer VI

General characteristics. Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major company programs. This involves exploration of subject area, definition of scope and selection of problems for investigation, and development of novel concepts and approaches. Maintains liaison with individuals and units within or outside the organization, with responsibility for acting independently on technical matters pertaining to own field. Work at this level usually requires extensive progressive experience including work comparable to engineer V.

Direction received. Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits.

Typical duties and responsibilities. One or more of the following: (1) In a supervisory capacity (a) plans, develops, coordinates, and directs a number of large and important projects or a project of major scope and importance, or (b) is responsible for the entire engineering program of a company when the program is of limited complexity and scope. Extent of responsibilities generally requires a few (3 to 5) subordinate supervisors or team leaders with at least one in a position comparable to level V. (2) As individual researcher or worker conceives, plans, and conducts research in problem areas of considerable scope and com-

plexity. The problems must be approached through a series of complete and conceptually related studies, are difficult to define, require unconventional or novel approaches, and require sophisticated research techniques. Available guides and precedents contain critical gaps, are only partially related to the problem, or may be largely lacking due to the novel character of the project. At this level, the individual researcher generally will have contributed inventions, new designs, or techniques which are of material significance in the solution of important problems. (3) As a staff specialist serves as the technical specialist for the organization (division or company) in the application of advanced theories, concepts, principles, and processes for an assigned area of responsibility (i.e., subject matter, function, type of facility or equipment, or product). Keeps abreast of new scientific methods and developments affecting the organization for the purpose of recommending changes in emphasis of programs or new programs warranted by such developments.

Responsibility for the direction of others. Plans, organizes, and supervises the work of a staff of engineers and technicians. Evaluates progress of the staff and results obtained, and recommends major changes to achieve overall objectives. Or, as individual researcher or staff specialist may be assisted on individual projects by other engineers or technicians.

Engineer VII

General characteristics. Makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive engineering activities. Initiates and maintains extensive contacts with key engineers and officials of other organizations and companies, requiring skill in persuasion and negotiation of critical issues. At this level individuals will have demonstrated creativity, foresight, and mature engineering judgment in anticipating and solving unprecedented engineering problems, determining program objectives and requirements, organizing programs and projects and developing standards and guides for diverse engineering activities.

Direction received. Receives general administrative direction.

Typical duties and responsibilities. One or both of the following: (1) In a supervisory capacity is responsible for (a) an important segment of the engineering program of a company with extensive and diversified engineering requirements, or (b) the entire engineering program of a company when it is more limited in scope. The overall engineering program contains critical problems the solution of which requires major technological advances and opens the way for extensive related development. Extent of responsibilities generally requires several subordinate organizational segments or teams. Recommends facilities, personnel, and funds required to carry out programs which are directly related with and directed toward fulfillment of overall company objectives. (2) As individual researcher and consultant is a recognized leader and authority in the company in a broad area of specialization or in a narrow but intensely specialized field. Selects research problems to further the company's objectives. Conceives and plans investigations of broad areas of considerable novelty and importance for which engineering precedents are lacking in areas critical to the overall engineering program. Is consulted extensively by associates and others, with a high degree of reliance placed on the incumbent's scientific interpretations and advice. Typically, will have contributed inventions, new designs, or techniques which are regarded as major advances in the field.

Responsibility for the direction of others. Directs several subordinate supervisors or team leaders, some of whom are in positions comparable to engineer VI; or, as individual researcher and consultant, may be assisted on individual projects by other engineers and technicians.

Engineer VIII

General characteristics. Makes decisions and recommendations that are recognized as authoritative and have a far-reaching impact on extensive engineering and related activities of the company. Negotiates critical and controversial issues with top level engineers and officers of other organizations and companies. Individuals at this level demonstrate a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive engineering programs and activities of outstanding novelty and importance.

Direction received. Receives general administrative direction.

Typical duties and responsibilities. One or both of the following: (1) In a supervisory capacity is responsible for (a) an important segment of a very extensive and highly diversified engineering program of a company, or (b) the entire engineering program of a company when the program is of moderate scope. The programs are of such complexity and scope that they are of critical importance to overall objectives, include problems of extraordinary difficulty that often have resisted solution, and consist of several segments requiring subordinate supervisors. Is responsible for deciding the kind and extent of engineering and related programs needed to accomplish the objectives of the company, for choosing the scientific approaches, for planning and organizing facilities and programs, and for interpreting results. (2) As individual researcher and consultant formulates and guides the attack on problems of exceptional difficulty and marked importance to the company or industry. Problems are characterized by their lack of scientific prece-

dents and source material, or lack of success of prior research and analysis so that their solution would represent an advance of great significance and importance. Performs advisory and consulting work for the company as a recognized authority for broad program areas or in an intensely specialized area of considerable novelty and importance.

Responsibility for the direction of others. Supervises several subordinate supervisors or team leaders some of whose positions are comparable to engineer VII, or individual researchers some of whose positions are comparable to engineer VII and sometimes engineer VIII. As an individual researcher and consultant may be assisted on individual projects by other engineers or technicians.

NOTE: Individuals in charge of a company's engineering program may match any of several of the survey job levels depending on the size and complexity of engineering programs. Excluded from the definition are: (1) Engineers in charge of programs so extensive and complex (e.g., consisting of research and development on a variety of complex products or systems with numerous novel components) that one or more subordinate supervisory engineers are performing at level VIII; (2) individuals whose decisions have direct and substantial effect on setting policy for the organization (included, however, are supervisors deciding the "kind and extent of engineering and related programs" within broad guidelines set at higher levels); (3) individual researchers and consultants who are recognized as national and/or international authorities and scientific leaders in very broad areas of scientific interest and investigation.

Technical Support

ENGINEERING TECHNICIAN

To be covered by these definitions, employees must meet *all* of the following criteria: (1) Provides semiprofessional technical support for engineers working in such areas as research, design, development, testing, or manufacturing process improvement. (2) Work pertains to electrical, electronic, or mechanical components or equipment. (3) Required to have some knowledge of science or engineering. (*Excludes* production or maintenance workers, quality control testers, craft workers, drafters, designers, and engineers.)

Engineering Technician I

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in process or on completion. Performs, at this level, one or a combination of such typical duties as:

Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting;

Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data;

Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

Engineering Technician II

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods or explicit instructions; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in process. Performs, at this level, one or a combination of such typical duties as:

Assembles or constructs simple or standard equipment or parts. May service or repair simple instruments or equipment;

Conducts a variety of standardized tests; may prepare test specimens; sets up and operates standard test equipment; records test data;

Extracts engineering data from various prescribed sources; processes the data following well-defined methods; presents the data in prescribed form.

Engineering Technician III

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment. Receives initial instructions, equipment requirements, and advice from supervisor or engineer; technical adequacy of completed work is checked. Performs, at this level, one or a combination of such typical duties as:

Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions;

Conducts various tests or experiments which may require minor modifications in test setups or procedures; selects, sets up, and operates standard test equipment and records test data;

Extracts and compiles a variety of engineering data; processes or computes data using specified formulas and procedures. Performs routine analysis to check applicability, accuracy, and reasonableness of data.

Engineering Technician IV

Performs nonroutine assignments of substantial variety and complexity. Receives objectives and technical advice

from supervisor or engineer; work is reviewed for technical adequacy. May be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as:

Works on limited segment of development project; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments; records and evaluates data and reports findings;

Conducts tests or experiments requiring selection and adaptation or modification of test equipment and test procedures; records data; analyzes data and prepares test reports;

Compiles and computes a variety of engineering data; may analyze test and design data; develops or prepares schematics, designs, specifications, parts lists, or makes recommendations regarding these items. May review designs or specifications for adequacy.

Engineering Technician V

Performs nonroutine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. May coordinate portions of overall assignments; reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches; completed work is reviewed for technical adequacy and satisfaction of requirements. May be assisted by lower level technicians. Performs, at this level, one or a combination of such typical duties as:

Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; reports results;

Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests, analyzes and evaluates data, and prepares reports on findings and recommendations;

Reviews and analyzes a variety of engineering data to determine requirements to meet engineering objectives; may calculate design data; prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.

DRAFTERS

Drafter-tracer

Copies plans and drawings prepared by others by placing tracing cloth or paper over drawings and tracing with pen or pencil. (Does not include tracing limited to plans primarily consisting of straight lines and a large scale not requiring close delineation.)

AND/OR

Prepares simple or repetitive drawings of easily visualized items. Work is closely supervised during progress.

Drafter I

Prepares detail drawings of single units or parts for engineering, construction, manufacturing, or repair purposes. Types of drawings prepared include isometric projections (depicting three dimensions in accurate scale) and sectional views to clarify positioning of components and convey needed information. Consolidates details from a number of sources and adjusts or transposes scale as required. Suggested methods of approach, applicable precedents, and advice on source materials are given with initial assignments. Instructions are less complete when assignments recur. Work may be spot checked during progress.

Drafter II

Performs nonroutine and complex drafting assignments that require the application of most of the standardized drawing techniques regularly used. Duties typically involve such work as: Prepares working drawings of subassemblies with irregular shapes, multiple functions, and precise positional relationships between components; prepares architectural drawings for construction of a building including detail drawings of foundations, wall sections, floor plans, and roof. Uses accepted formulas and manuals in making necessary computations to determine quantities of materials to be used, load capacities, strengths, stresses, etc. Receives initial instructions, requirements, and advice from supervisor. Completed work is checked for technical adequacy.

Drafter III

Plans the graphic presentation of complex items having distinctive design features that differ significantly from established drafting precedents. Works in close support with the design originator, and may recommend minor design changes. Analyzes the effect of each change on the details of form, function, and positional relationships of components and parts. Works with a minimum of supervisory assistance. Completed work is reviewed by design originator for consistency with prior engineering determinations. May either prepare drawings, or direct their preparation by lower level drafters.

COMPUTER OPERATOR

Monitors and operates the control console of a digital computer, in accordance with operating instructions, to process data. Work is characterized by the following:

Studies operating instructions to determine equipment setup needed;

Loads equipment with required items (tapes, cards, paper, etc.);
Switches necessary auxiliary equipment into system;
Starts and operates computer;
Responds to operating instructions and computer output instructions;
Reviews error messages and makes corrections during operation *or* refers problems;
Maintains operating record.

May test-run new or modified programs and *assist* in modifying systems or programs. Included within the scope of this definition are fully qualified computer operators, trainees working to become fully qualified operators, and lead operators providing *technical* assistance to lower level operators.

Computer Operator I

Work assignments consist of on-the-job training (sometimes augmented by classroom training). Operator is provided detailed written or oral guidance before and during assignments and is under close personal supervision.

Computer Operator II

Work assignments typically are established production runs (i.e., programs which present few operating problems) executed by serial processing (i.e., one program is processed at a time). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure.

Computer Operator III

Work assignments are characterized by the frequent introduction of new programs, applications, and procedures (i.e., situations which require the operator to adapt to a variety of problems) executed by serial processing. In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure.

OR

Work assignments typically are established production runs (i.e., programs which present few operating problems) executed by serial processing. Selects from a variety of standard setup and operating procedures. In response to computer output instructions or error conditions, deviates from standard procedures if standard procedures do not provide a solution. Then refers or aborts program.

OR

Work assignments are established production runs (i.e., programs which present few operating problems) executed by multiprocessing (i.e., simultaneous processing of two or more programs). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedures.

Computer Operator IV

Work assignments are characterized by the frequent introduction of new programs, applications, and procedures (i.e., situations which require the operator to adapt to a variety of problems) executed by serial processing. Selects from a variety of standard setup and operating procedures. In response to computer output instructions or error conditions, deviates from standard procedures if standard procedures do not provide a solution. Then refers problems or aborts program.

OR

Work assignments are characterized by the frequent introduction of new programs, applications, and procedures (i.e., situations which require the operator to adapt to a variety of problems) executed by multiprocessing. In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure.

OR

Work assignments are established production runs, (i.e., programs which present few operating problems) executed by multiprocessing. Selects from a variety of standard setup and operating procedures. In response to computer output instructions or error conditions, deviates from standard procedures if standard procedures do not provide a solution. Then refers problems or aborts program.

Computer Operator V

Work assignments are characterized by the frequent testing and introduction of new programs, applications, and procedures (i.e., situations which require the operator to adapt to a variety of problems). In responding to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures or aborts program. Such actions may materially alter the computer unit's production plans. Advises programmers and subject-matter experts on setup techniques.

Computer Operator VI

In addition to level V characteristics, assignments at this level require a knowledge of program language, computer features, and software systems to *assist* in: (1) Maintaining, modifying, and developing operating systems or programs; (2) developing operating instructions and techniques to cover problem situations; (3) switching to emergency backup procedures.

CLERK, ACCOUNTING

Performs one or more accounting clerical tasks such as posting to registers and ledgers; reconciling bank accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting distribution codes; examining and verifying for clerical accuracy various types of reports, lists, calculations, postings, etc.; or preparing simple (or assisting in preparing more complicated) journal vouchers. May work in either a manual or automated accounting system.

The work requires a knowledge of clerical methods and office practices and procedures which relates to the clerical processing and recording of transactions and accounting information. With experience, the worker typically becomes familiar with the bookkeeping and accounting terms and procedures used in the assigned work, but is not required to have a knowledge of the formal principles of bookkeeping and accounting.

Positions are classified into levels on the basis of the following definitions.

Clerk, Accounting I

Under close supervision, following detailed instructions and standardized procedures, performs one or more routine accounting clerical operations, such as posting to ledgers, cards, or worksheets where identification of items and locations of postings are clearly indicated; checking accuracy and completeness of standardized and repetitive records or accounting documents; and coding documents using a few prescribed accounting codes.

Clerk, Accounting II

Under general supervision, performs accounting clerical operations which require the application of experience and judgment, for example, clerically processing complicated or nonrepetitive accounting transactions, selecting among a substantial variety of prescribed accounting codes and classifications, or tracing transactions through previous accounting actions to determine source of discrepancies. May be assisted by one or more accounting clerks I.

CLERK, FILE

Files, classifies, and retrieves material in an established filing system. May perform clerical and manual tasks required to maintain files. Positions are classified into levels on the basis of the following definitions.

Clerk, File I

Performs routine filing of material that has already been classified or which is easily classified in a simple serial classification system (e.g., alphabetical, chronological, or numerical). As requested, locates readily available material in files and forwards material; may fill out withdrawal charge. May perform simple clerical and manual tasks required to maintain and service files.

Clerk, File II

Sorts, codes, and files unclassified material by simple (subject-matter) headings or partly classified material by finer subheadings. Prepares simple related index and cross-reference aids. As requested, locates clearly identified material in files and forwards material. May perform related clerical tasks required to maintain and service files.

Clerk, File III

Classifies and indexes file material such as correspondence, reports, technical documents, etc., in an established filing system containing a number of varied subject matter files. May also file this material. May keep records of various types in conjunction with the files. May lead a small group of lower level file clerks.

KEY ENTRY OPERATOR
(Keypunch Operator)

Operates keyboard-controlled data entry device such as keypunch machine or key-operated magnetic tape or disc encoder to transcribe data into a form suitable for computer processing. Work requires skill in operating an alphanumeric keyboard and an understanding of transcribing procedures and relevant data entry equipment.

Positions are classified into levels on the basis of the following definitions.

Key Entry Operator I

Work is routine and repetitive. Under close supervision or following specific procedures or detailed instructions, works from various standardized source documents which have been coded and require little or no selecting, coding, or interpreting of data to be entered. Refers to supervisor problems arising from erroneous items, codes, or missing information

Key Entry Operator II

Work requires the application of experience and judgment in selecting procedures to be followed and in searching

for, interpreting, selecting, or coding items to be entered from a variety of source documents. On occasion may also perform some routine work as described for level I.

NOTE: Excluded are operators above level II using the key entry controls to access, read, and evaluate the substance of specific records to take substantive actions, or to make entries requiring a similar level of knowledge.

MESSENGER

Performs various routine duties such as running errands, operating minor office machines such as sealers or mailers, opening and distributing mail, and other minor clerical work. *Excluded* are positions that require operation of a motor vehicle as a significant duty.

SECRETARY

Assigned as a personal secretary, normally to one individual. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor. Works fairly independently, receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties requiring a knowledge of office routine and understanding of the organization, programs, and procedures related to the work of the supervisor.

Exclusions. Not all positions that are titled "secretary" possess the above characteristics. *Examples* of positions which are excluded from the definition are as follows:

a. Positions which do not meet the "personal" secretary concept described above;
b. Stenographers not fully trained in secretarial-type duties;
c. Stenographers serving as office assistants to a group of professional, technical, or managerial persons;
d. Assistant-type positions which entail more difficult or more responsible technical, administrative, or supervisory duties which are not typical of secretarial work, e.g., administrative assistant, or executive assistant;
e. Positions which do not fit any of the situations listed in the section below titled "Level of Secretary's Supervisor," e.g., secretary to the president of a company that employs, in all, over 5,000 persons;
f. Trainees.

Secretary jobs which meet the required characteristics are matched at one of the five levels according to (a) the level of the secretary's supervisor within the company's organizational structure and (b) the level of the secretary's responsibility. Table C-4 indicates the level of the secretary for each combination of the factors.

Leval of Secretary's Supervisor (LS)

LS-1 a. Secretary to the supervisor or head of a small organizational unit (e.g., fewer than about 25 or 30 persons); or
b. Secretary to a nonsupervisory staff specialist, professional employee, administrative officer or assistant, skilled technician, or expert. (*NOTE:* Many companies assign stenographers, rather than secretaries as described above, to this level of supervisory or nonsupervisory worker.)

Table C-4. Criteria for matching secretaries by level

Level of secretary's supervisor	Level of secretary's responsibility	
	LR-1	LR-2
LS-1	I	II
LS-2	II	III
LS-3	III	IV
LS-4	IV	V

LS-2 a. Secretary to an executive or managerial person whose responsibility is not equivalent to one of the specific level situations in the definition for LS-3, but whose organizational unit normally numbers at least several dozen employees and is usually divided into organizational segments which are often, in turn, further subdivided. In some companies, this level includes a wide range of organizational echelons; in others, only one or two; or
b. Secretary to the head of an individual plant, factory, etc., (or other equivalent level of official) that employes, in all, fewer than 5,000 persons.

LS-3 a. Secretary to a corporate officer (other than chairman of the board or president) of a company that employs, in all, over 100 but fewer than 5,000 persons; or
b. Secretary to the head (immediately below the officer level) of either a major corporatewide functional activity (e.g., marketing, research, operations, industrial relations, etc.) or a major geographic or organizational segment (e.g., a regional headquarters; a major division) of a company that employs, in all, over 5,000 but fewer than 25,000 persons; or
c. Secretary to the head of an individual plant, factory, etc., (or other equivalent level of official) that employs, in all, over 5,000 persons; or
d. Secretary to the head of a large and important organizational segment (e.g., a middle management supervisor of an organizational segment often involving as many as several hundred persons) of a company that employs, in all, over 25,000 persons.

LS-4 a. Secretary to the chairman of the board or president of a company that employs, in all, over 100 but fewer than 5,000 persons; or
b. Secretary to a corporate officer (other than the chairman of the board or president) of a company that employs, in all, over 5,000 but fewer than 25,000 persons; or
c. Secretary to the head, immediately below the corporate officer level, of a major segment or subsidiary of a company that employs, in all, over 25,000 persons.

NOTE: The term "corporate officer" used in the above *LS* definitions refers to those officials who have a significant corporatewide policymaking role with regard to major

company activities. The title "vice president," though normally indicative of this role, does not in all cases identify such positions. Vice presidents whose primary responsibility is to act personally on individual cases or transactions (e.g., approve or deny individual loan or credit actions; administer individual trust accounts; directly supervise a clerical staff) are not considered to be "corporate officers" for purposes of applying the definition.

Level of Secretary's Responsibility (LR)

This factor evaluates the nature of the work relationship between the secretary and the supervisor, and the extent to which the secretary is expected to exercise initiative and judgment. Secretaries should be matched at *LR-1* or *LR-2* described below according to their level of responsibility.

LR-1. Performs varied secretarial duties including or comparable to most of the following:

a. Answers telephone, greets personal callers, and opens incoming mail.
b. Answers telephone requests which have standard answers. May reply to requests by sending a form letter.
c. Reviews correspondence, memoranda, and reports prepared by others for the supervisor's signature to assure procedural and typographic accuracy.
d. Maintains supervisor's calendar and makes appointments as instructed.
e. Types, takes and transcribes dictation, and files.

LR-2. Performs duties under *LR-1* and, *in addition,* performs tasks requiring greater judgment, initiative, and knowledge of office functions including or comparable to most of the following:

a. Screens telephone and personal callers, determining which can be handled by the supervisor's subordinates or other offices.
b. Answers requests which require a detailed knowledge of office procedures or collection of information from files or other offices. *May* sign routine correspondence in own or supervisor's name.
c. Compiles or assists in compiling periodic reports on the basis of general instructions.
d. Schedules tentative appointments without prior clearance. Assembles necessary background material for scheduled meetings. Makes arrangements for meetings and conferences.
e. Explains supervisor's requirements to other employees in supervisor's unit. (Also types, takes dictation, and files.)

STENOGRAPHER

Primary duty is to take dictation using shorthand, and to transcribe the dictation. May also type from written copy. May operate from a stenographic pool. May occasionally transcribe from voice recordings.

NOTE: This job is distinguished from that of a secretary in that a secretary normally works in a confidential relationship with only one manager or executive and performs more responsible and discretionary tasks.

Stenographer, General

Dictation involves a normal routine vocabulary. May maintain files, keep simple records, or perform other relatively routine clerical tasks.

Stenographer, Senior

Dictation involves a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research. May also set up and maintain files, keep records, etc.

OR

Performs stenographic duties requiring significantly greater independence and responsibility than stenographer, general, as evidenced by the following: Work requires a high degree of stenographic speed and accuracy; a thorough working knowledge of general business and office procedure and of the specific business operations, organizations, policies, procedures, files, workflow, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as maintaining follow-up files; assembling material for reports, memoranda, and letters; composing simple letters from general instructions; reading and routing incoming mail; answering routine questions, etc.

TYPIST

Uses a typewriter to make copies of various materials or to make out bills after calculations have been made by another person. May include typing of stencils, mats, or similar materials for use in duplicating processes. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

Typist I

Performs *one or more of the following:* Copy typing from rough or clear drafts; or routine typing of forms, insurance policies, etc.; or setting up simple standard tabulations; or copying more complex tables already set up and spaced properly.

Typist II

Performs *one or more of the following:* Typing material in final form when it involves combining material from sev-

eral sources; or responsibility for correct spelling, syllabication, punctuation, etc., of technical or unusual words or foreign language material; or planning layout and typing of complicated statistical tables to maintain uniformity and balance in spacing. May type routine form letters, varying details to suit circumstances.

NOTE: The occupational titles and definitions for drafter-tracer, messenger, and stenographer are the same as those used in the Bureau's program of occupational wage surveys in metropolitan areas. The occupations listed below have the same definition in both the national and area surveys; however, the level designations differ as shown:

Occupation	National Survey of Professional, Administrative, Technical, and Clerical Pay	Occupational Wage Surveys in Metropolitan Areas
Drafter	I	C
	II	B
	III	A
Clerk, accounting	I	B
	II	A
Clerk, file	I	C
	II	B
	III	A
Key entry operator	I	B
	II	A
Secretary[1]	I	E
	II	D
	III	C
	IV	B
	V	A
Typist	I	B
	II	A

[1] This 5-level definition for secretary was introduced in the area surveys in calendar year 1977.

Appendix D. Comparison of Salaries in Private Industry with Salaries of Federal Employees Under the General Schedule

The survey was designed to provide a basis for comparing salaries under the General Schedule classification and pay system with salaries in private enterprise. To assure collection of pay data for work levels equivalent to the General Schedule grade levels, the Civil Service Commission, in cooperation with the Bureau of Labor Statistics, prepared the occupational work level definitions used in the survey. Definitions were graded by the Commission according to standards established for each grade level. Table D-1 shows the surveyed jobs grouped by work levels equivalent to General Schedule grade levels.

Table D-1. Comparison of average annual salaries in private industry with salary rates for Federal employees under the General Schedule

Occupation and level surveyed by BLS[1]	Average annual salaries in private industry,[2] March 1978	Salary rates for Federal employees under the General Schedule, March 1978[3]										
		Grade[4]	Average,[5] March 1978	Steps[6]								
				1	2	3	4	5	6	7	8	9	10
Clerks, file I	$6,621	GS 1	$6,405	$6,219	$6,426	$6,633	$6,840	$7,047	$7,254	$7,461	$7,668	$7,875	$8,082
Messengers	7,595												
Clerks, file II	7,914	GS 2	7,249	7,035	7,270	7,505	7,740	7,975	8,210	8,445	8,680	8,915	9,150
Key entry operators I	8,546												
Typists I	7,778												
Clerks, accounting I	8,682	GS 3	8,524	7,930	8,194	8,458	8,722	8,986	9,250	9,514	9,778	10,042	10,306
Clerks, file III	10,095												
Drafter-tracers	9,803												
Engineering technicians I	10,461												
Key entry operators II	10,099												
Stenographers, general	9,834												
Typists II	9,276												
Clerks, accounting II	10,986	GS 4	9,918	8,902	9,199	9,496	9,793	10,090	10,387	10,684	10,981	11,278	11,575
Computer operators I	8,546												
Drafters I	11,247												
Engineering technicians II	11,918												
Secretaries I	9,801												
Stenographers, senior	11,018												
Accountants I	12,785	GS 5	11,321	9,959	10,291	10,623	10,955	11,287	11,619	11,951	12,283	12,615	12,947
Auditors I	13,243												
Buyers I	12,887												
Chemists I	13,492												
Computer operators II	10,352												
Drafters II	13,709												
Engineers I	15,928												
Engineering technicians III	14,062												
Secretaries II	10,721												
Computer operators III	11,274	GS 6	12,782	11,101	11,471	11,841	12,211	12,581	12,951	13,321	13,691	14,061	14,431
Secretaries III	11,894												

See footnotes at end of table.

Table D-1. Comparison of average annual salaries in private industry with salary rates for Federal employees under the General Schedule—Continued

Occupation and level surveyed by BLS[1]	Average annual salaries in private industry,[2] March 1978	Salary rates for Federal employees under the General Schedule, March 1978[3]										
		Grade[4]	Average,[5] March 1978	Steps[6]								
				1	2	3	4	5	6	7	8	9	10
Accountants II	$15,671	GS 7	$13,946	$12,336	$12,747	$13,158	$13,569	$13,980	$14,391	$14,802	$15,213	$15,624	$16,035
Auditors II	15,694												
Buyers II	16,195												
Chemists II	16,337												
Computer operators IV	13,737												
Drafters III	16,902												
Engineers II	17,567												
Engineering technicians IV	16,302												
Job analysts II	14,040												
Secretaries IV	13,018												
Computer operators V	15,691	GS 8	15,847	13,662	14,117	14,572	15,027	15,482	15,937	16,392	16,847	17,302	17,757
Secretaries V	14,430												
Accountants III	18,115	GS 9	16,924	15,090	15,593	16,096	16,599	17,102	17,605	18,108	18,611	19,114	19,617
Attorneys I	17,693												
Auditors III	18,756												
Buyers III	19,590												
Chemists III	19,453												
Computer operators VI	18,173												
Engineers III	20,194												
Engineering technicians V	18,703												
Job analysts III	18,354												
Accountants IV	22,036	GS 11	20,563	18,258	18,867	19,476	20,085	20,694	21,303	21,912	22,521	23,130	23,739
Attorneys II	21,713												
Auditors IV	23,093												
Buyers IV	23,853												
Chemists IV	23,532												
Chief accountants I	23,561												
Directors of personnel I	20,833												
Engineers IV	23,972												
Job analysts IV	22,616												
Accountants V	27,301	GS 12	24,762	21,883	22,612	23,341	24,070	24,799	25,528	26,257	26,986	27,715	28,444
Attorneys III	27,738												
Chemists V	28,494												
Chief accountants II	27,769												
Directors of personnel II	26,245												
Engineers V	28,001												

See footnotes at end of table.

Table D-1. Comparison of average annual salaries in private industry with salary rates for Federal employees under the General Schedule—Continued

Occupation and level surveyed by BLS[1]	Average annual salaries in private industry,[2] March 1978	Salary rates for Federal employees under the General Schedule, March 1978[3]										
		Grade[4]	Average,[5] March 1978	Steps[6]								
				1	2	3	4	5	6	7	8	9	10
Attorneys IV	$33,547	GS 13	$29,755	$26,022	$26,889	$27,756	$28,623	$29,490	$30,357	$31,224	$32,091	$32,958	$33,825
Chemists VI	33,110												
Chief accountants III	34,160												
Directors of personnel III	32,201												
Engineers VI	32,264												
Attorneys V	42,318	GS 14	35,087	30,750	31,775	32,800	33,825	34,850	35,875	36,900	37,925	38,950	39,975
Chemists VII	38,927												
Chief accountants IV	39,895												
Directors of personnel IV	40,835												
Engineers VII	36,520												
Attorneys VI	51,798	GS 15	41,800	36,171	37,377	38,583	39,789	40,995	42,201	43,407	44,613	45,819	47,025
Chemists VIII	47,156												
Engineers VIII	42,104												

[1] For definitions, see appendix C.

[2] Survey findings, as summarized in table 1 of this bulletin. For scope of survey, see appendix A.

[3] Salary rates in effect in March 1978, reference date of the BLS survey, as established by Executive Order 12010 issued under authority of Section 5305 of title 5, U.S. Code.

[4] Corresponding grades in the General Schedule were supplied by the U.S. Civil Service Commission.

[5] Mean salary of all General Schedule employees in each grade as of March 31, 1978. Not limited to Federal employees in occupations surveyed by BLS.

[6] Section 5335 of title 5 of the U.S. Code provides for within-grade increases on condition that the employee's work is of an acceptable level of competence as defined by the head of the agency. For employees who meet this condition, the service requirements are 52 calendar weeks each for advancement to salary rates 2, 3, and 4; 104 weeks each for advancement to salary rates 5, 6, and 7; and 156 weeks each for advancement to salary rates 8, 9, and 10. Section 5336 provides that an additional within-grade increase may be granted within any period of 52 weeks in recognition of high quality performance above that ordinarily found in the type of position concerned.

Under Section 5303 of title 5 of the U.S. Code, higher minimum rates (but not exceeding the maximum salary rate prescribed in the General Schedule for the grade or level) and a corresponding new salary range may be established for positions or occupations under certain conditions. The conditions include a finding that the Government's recruitment or retention of well qualified persons is significantly handicapped because the salary rates in private industry are substantially above the salary rates of the statutory pay schedules. As of March 1978, special, higher salary ranges were authorized for professional engineers at the entry grades (GS-5 and GS-7), and at GS-9. Information on special salary rates, including the occupations and the areas to which they apply, may be obtained from the U.S. Civil Service Commission, Washington, D.C. 20415, or its regional offices.

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